GE Oil&Gas

iSupplier Portal User Manual

Creation Date : **March 20th 2010**

Last Update : **June 30th 2010**

Version : **1.1**

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Project introduction

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Oracle iSupplier Portal introduction

- Oracle **iSupplier Portal** (**iSP**) is a collaborative application that links GE Oil & Gas Suppliers with internal functional departments, such as Sourcing, Engineering, Manufacturing, Finance, etc.

- iSP is a component of the Oracle Internet procurement solution that enables business transactions between GE Businesses and its Suppliers through internet.

- iSP has to be the key tool to **“extend” the company to Suppliers**.

- iSP provides **Suppliers** the ability to use a standard web browser to directly **access information and enter business transactions** in a secure, self-service environment.

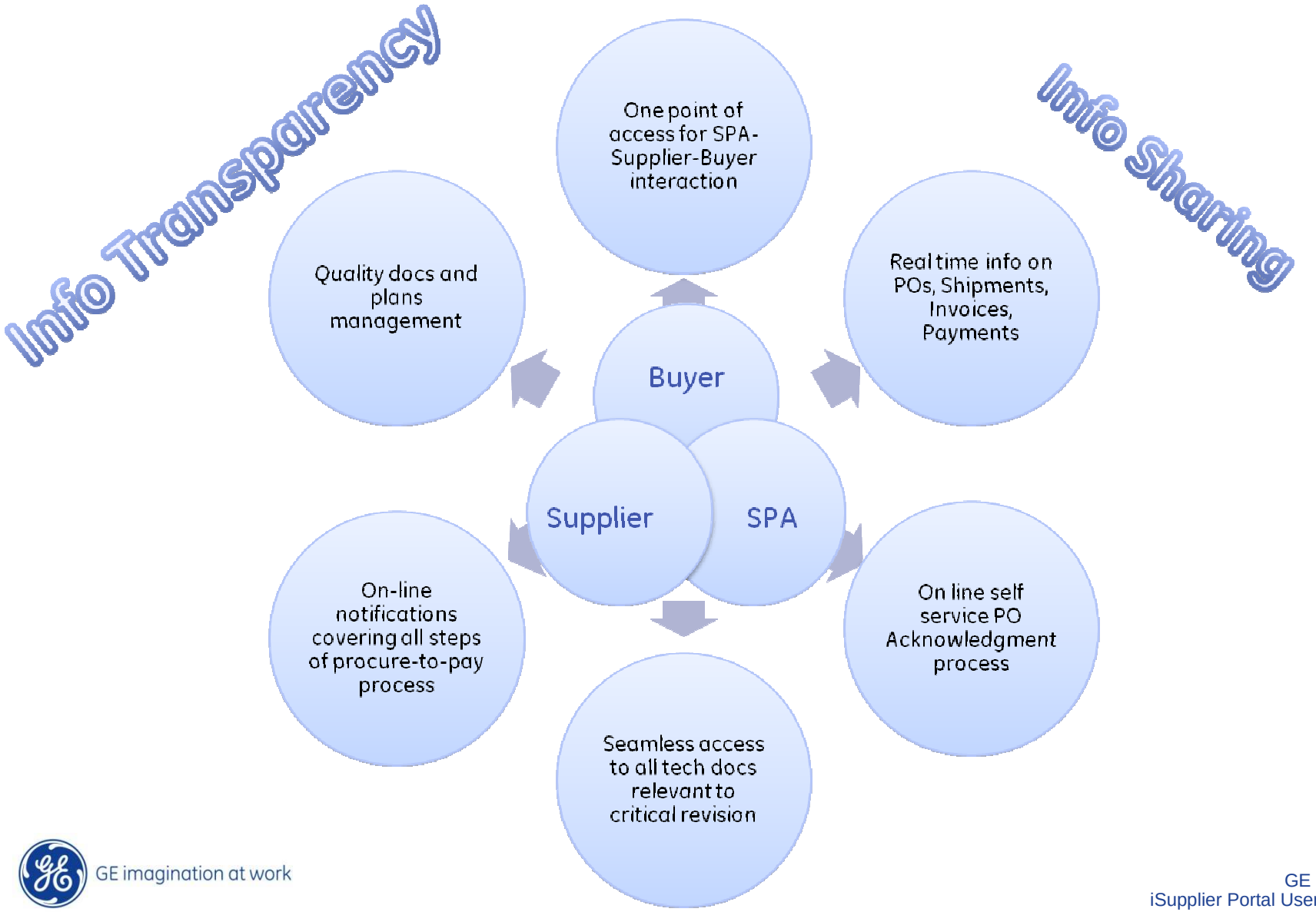
Oracle iSupplier Portal introduction

- iSupplier Portal (iSP) enables GE Suppliers to communicate with GE Buyers and SPA.
- iSP provides Suppliers with **real time** information about purchase orders, time-critical delivery information, receipts, invoices and payments.
- iSP provides **real time** information to SPAs and Buyers on shipments, purchase order acknowledgments and purchase orders rescheduling.
- In iSP info on POs become available immediately after PO approval and can be modified until receipt completion, but the POs remain available in read-only mode also after receipt has been completed.

Major benefits of ISP implementation

- RFQ and related Tech Docs accessible through iSP;
- Online PO Acceptance by Supplier;
- Tech Docs notifications workflow that guarantees the Supplier has taken notice of the documents changes/critical revisions. The SPA will no longer take care of this;
- Quality Docs and Milestones management through iSP;
- Real time Supplier-SPA interaction and notifications on fulfillment dates;
- Real time update of Receiving ➔ Invoicing ➔ Payment process info;
- On line visibility of Supplier information that could generate errors or delays in the procure-to-pay process (i.e. wrong emails, banking data…).

Major benefits of ISP implementation


Info Transparency
Info Sharing
One point of access for SPA-Supplier-Buyer interaction
Quality docs and plans management
Real time info on POs, Shipments, Invoices, Payments
Buyer
Supplier
SPA
On-line notifications covering all steps of procure-to-pay process
On line self service PO Acknowledgment process
Seamless access to all tech docs relevant to critical revision

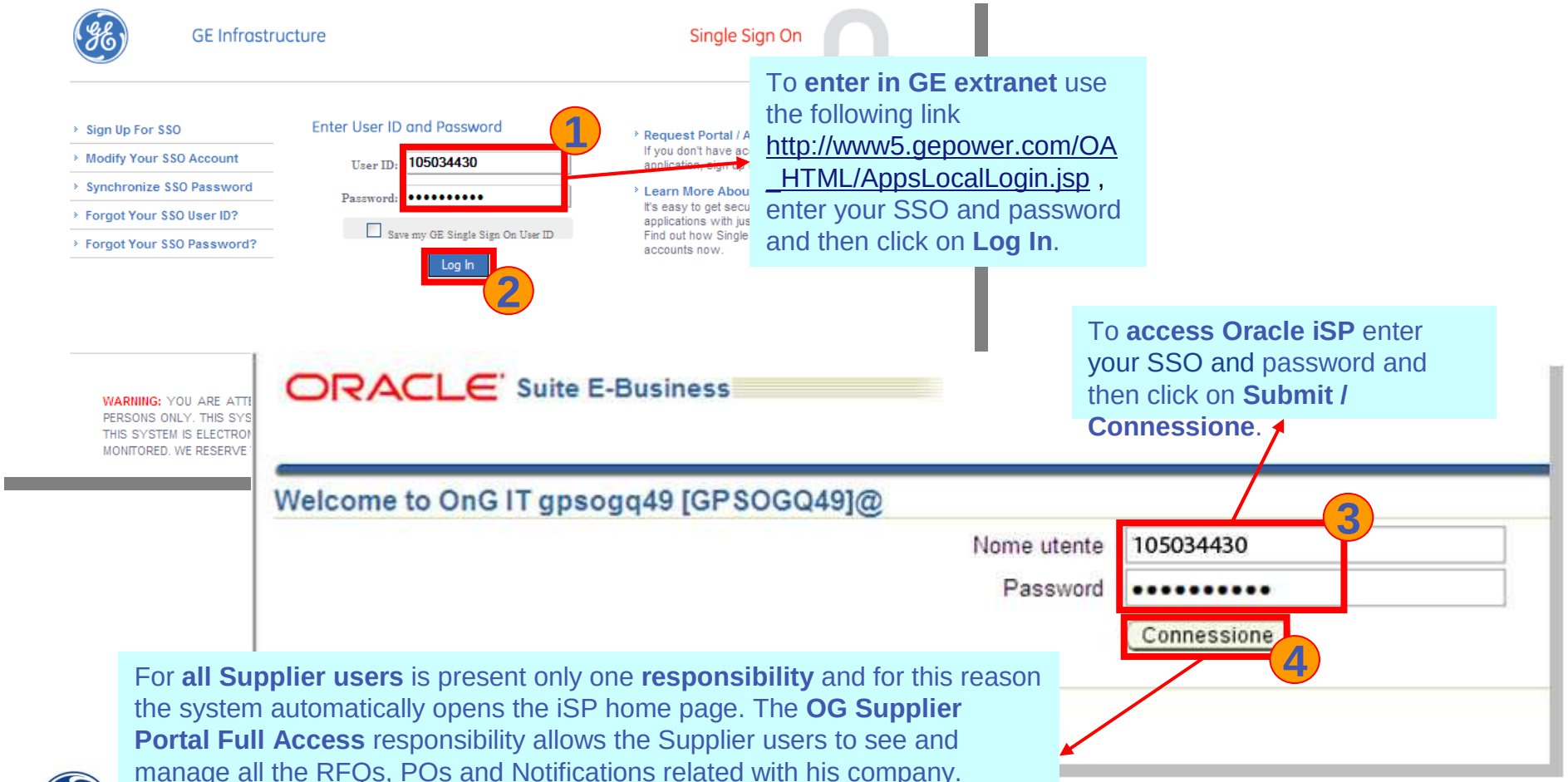
Supplier registration process

A **Supplier user** can **access iSupplier Portal** after receiving an invitation from a GE Business representative (Sponsor) and being registered in EBS Oracle IT.

When the internal Sponsor has completed Registration process, Supplier user will receive an email containing **SSO and password to access the GE extranet** and a **user name and password to access iSP** (two steps log in as shown in the next chart).

Supplier Log in

The **log in** process for **Supplier** is made of **two steps**: access the **GE extranet** first and log in **Oracle iSP** after .


GE Infrastructure
Single Sign On
Sign Up For SSO
Modify Your SSO Account
Synchronize SSO Password
Forgot Your SSO User ID?
Forgot Your SSO Password?
Enter User ID and Password
User ID: 105034430
Password:
Save my GE Single Sign On User ID
Log In
1
2
To enter in GE extranet use the following link http://www5.gepower.com/OA_HTML/AppsLocalLogin.jsp , enter your SSO and password and then click on Log In.
WARNING: YOU ARE ATT
PERSONS ONLY. THIS SYS
THIS SYSTEM IS ELECTRON
MONITORED. WE RESERVE
ORACLE Suite E-Business
Welcome to OnG IT gpsogq49 [GPSOGQ49]@
Nome utente 105034430
Password
Connessione
3
4
To access Oracle iSP enter your SSO and password and then click on Submit / Connessione.

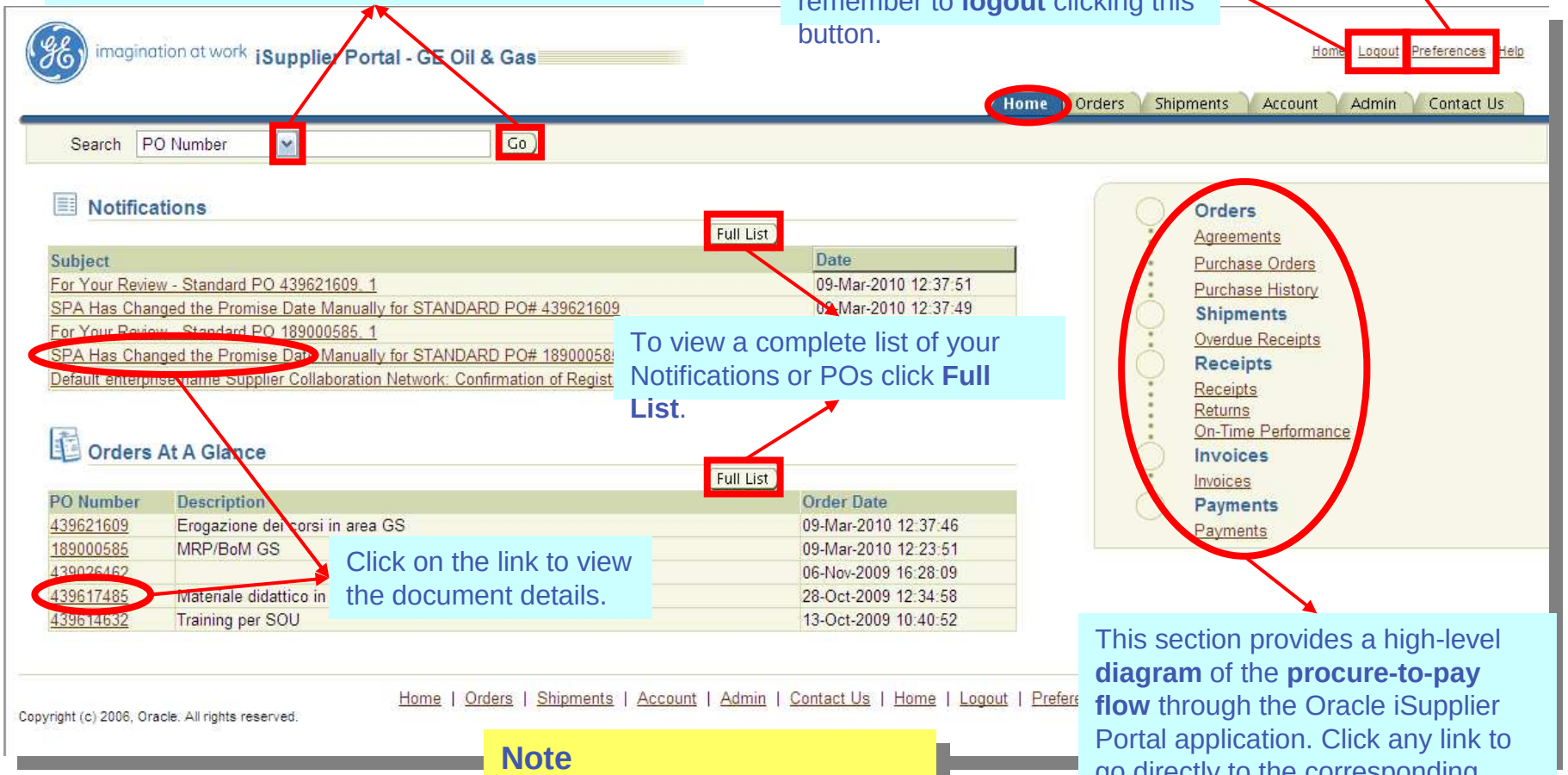
For **all Supplier users** is present only one **responsibility** and for this reason the system automatically opens the iSP home page. The **OG Supplier Portal Full Access** responsibility allows the Supplier users to see and manage all the RFQs, POs and Notifications related with his company. Moreover this responsibility allows to review supplier bank accounts, attachment uploaded by suppliers, contact info updated by suppliers.

Supplier home page

Quick search can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

In **Preferences** the user can find several settings the most important of which is the **password change**.

Once finished using iSP remember to **logout** clicking this button.



To view a complete list of your Notifications or POs click **Full List**.

Click on the link to view the document details.

This section provides a high-level **diagram** of the **procure-to-pay flow** through the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.

Note

Of course the documents visible to the Supplier are only its own ones.

Search options

iSupplier search

Oracle iSupplier Portal provides extensive **search criteria** on all pages to help the users retrieve information. Once the user gets search results displayed, he/her can sort them by clicking any of the linked column headings.

There are **three types of search functions** available:

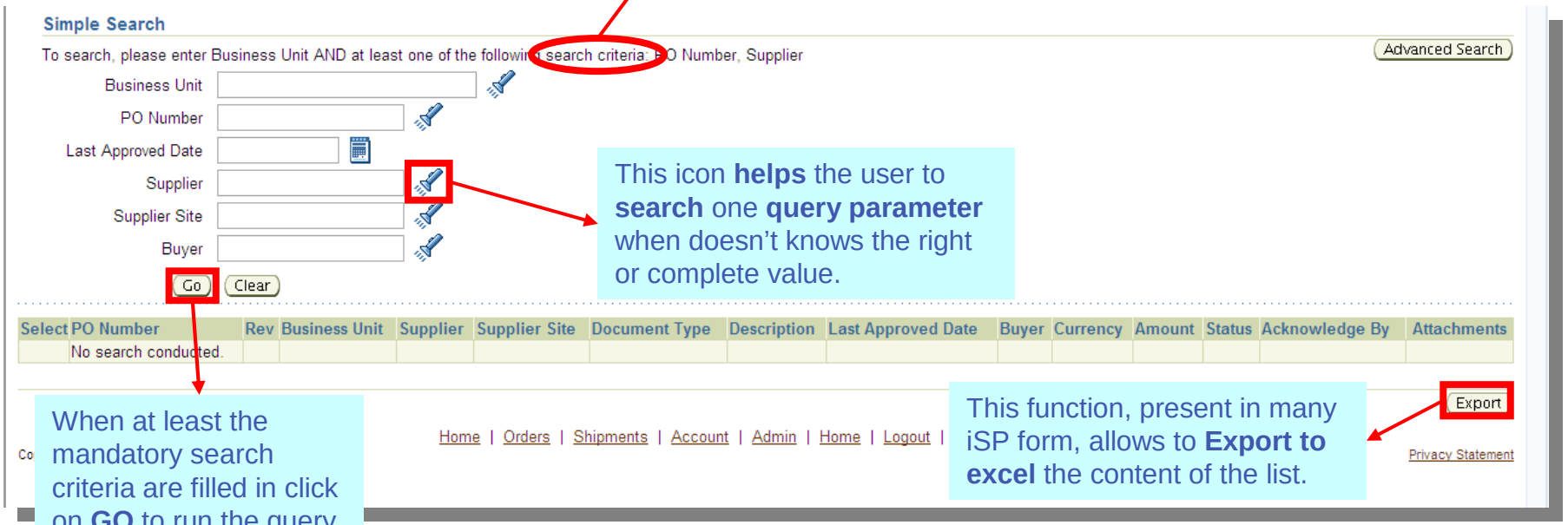
- **Quick Search:** this feature is available only from the Supplier home page and allows to look for his POs, Shipments, Invoices and Payments.
- **Simple Search:** this feature occurs on many pages and allows to specify multiple search fields and enter criteria for each. The user can use any or all of the fields available to you. The system displays only those results that match all the criteria entered.
- **Advanced Search:** this feature allows to build complex search queries containing multiple search criteria. The user can select which fields he/her wishes to search on and enter search values for each or apply additional search fields. Several search operators are available in order to specify the matching conditions for each search.

Simple search form

If there is any **mandatory query parameters** the system highlights them in this section.

Tips & Tricks

The search parameter can be quickly entered by digiting the first characters in the search field and then clicking on Tab key.



This icon **helps** the user to **search** one **query parameter** when doesn't knows the right or complete value.

When at least the mandatory search criteria are filled in click on **GO** to run the query.

This function, present in many iSP form, allows to **Export to excel** the content of the list.

Note

When entering search values, you can use the percent sign (**%**) as a **wildcard** to search for generic items. The % wildcard does not control the number of wild characters and can be placed in any part of the code (at beginning, in the middle or at the end) .

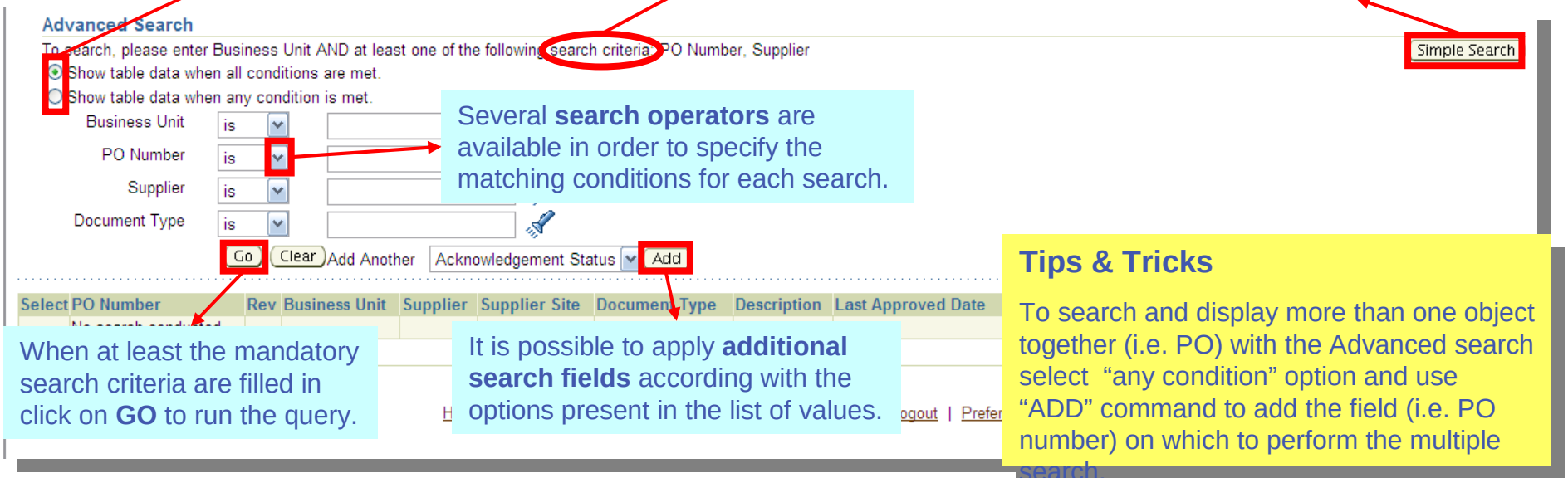
Advanced search form

The other way to search and view an object in iSP is to select the **Advanced Search option**. It has very flexible parameters to be able to search for a documents based on the information available, it can also be customized by adding more fields to search from if desired.

In case of multiple filters it is necessary to choose whether to search using all conditions or any condition (**and** / **or**).

If there is any **mandatory query parameters** the system highlights them in this section.

Click on this button to go back to **Simple Search** and vice versa.



Several **search operators** are available in order to specify the matching conditions for each search.

When at least the mandatory search criteria are filled in click on **GO** to run the query.

It is possible to apply **additional search fields** according with the options present in the list of values.

Tips & Tricks

To search and display more than one object together (i.e. PO) with the Advanced search select "any condition" option and use "ADD" command to add the field (i.e. PO number) on which to perform the multiple search.

search.

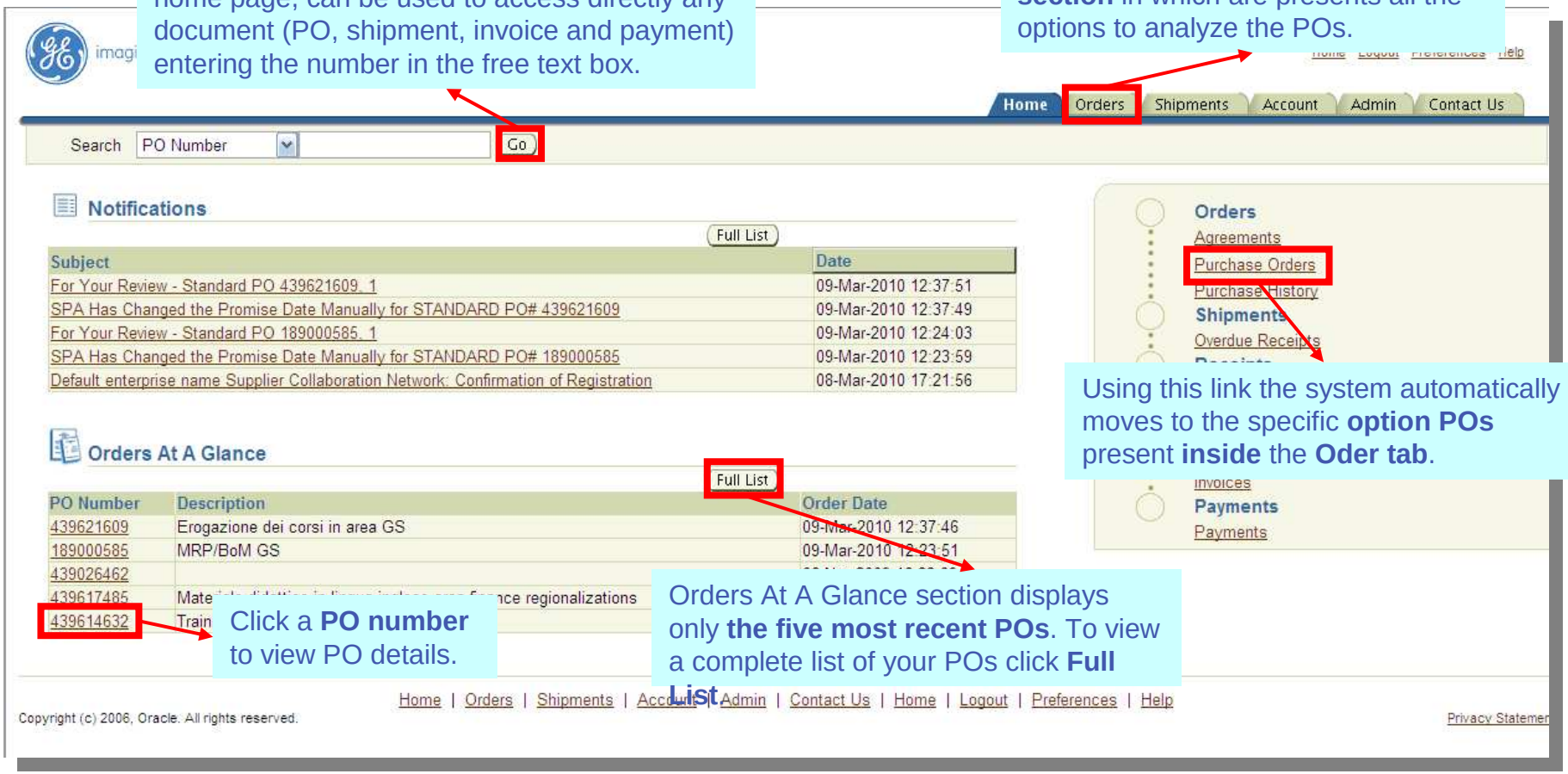
Orders tab navigation

Order search

The **iSP home page** provides different easy **options to locate PO**.

Quick search, present only in the Supplier home page, can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

This button allows to open the **Order section** in which are presents all the options to analyze the POs.



Using this link the system automatically moves to the specific **option POs** present **inside** the **Oder tab**.

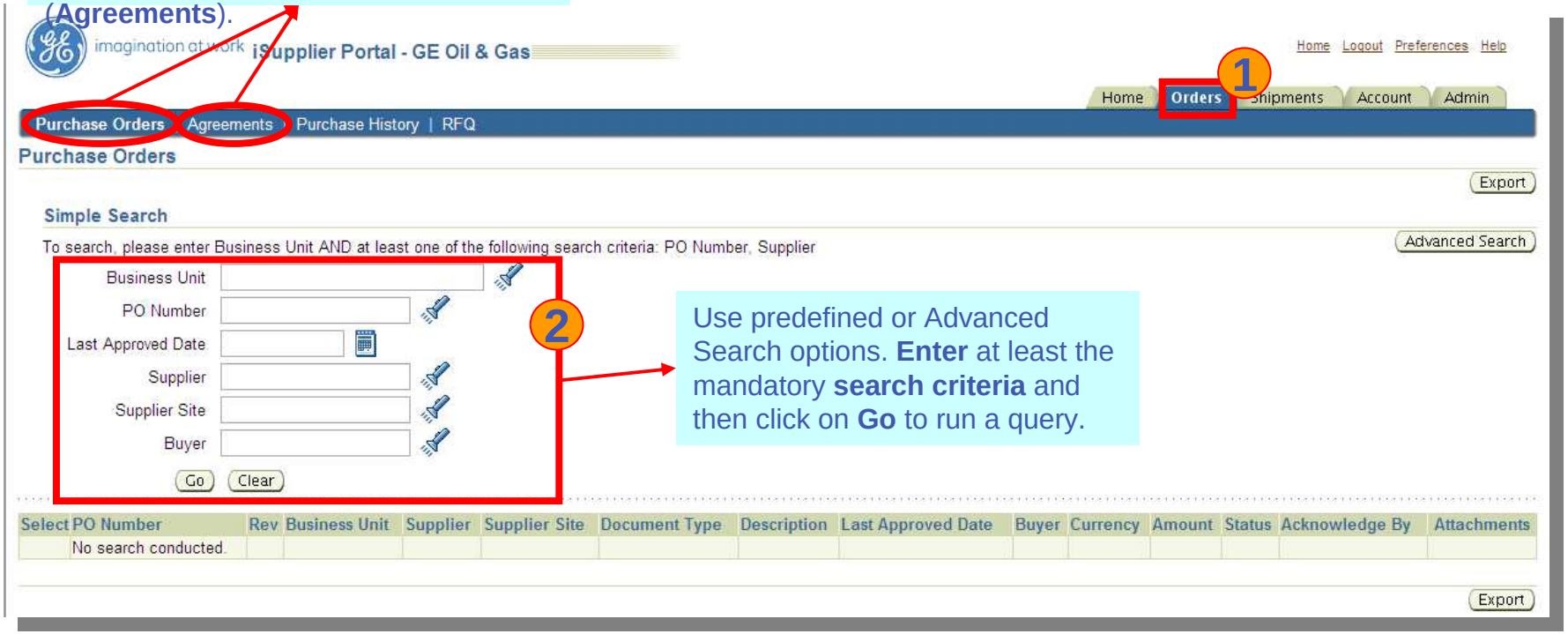
Click a **PO number** to view PO details.

Orders At A Glance section displays only **the five most recent POs**. To view a complete list of your POs click **Full List**

Order search

The Orders screen helps the user with searching PO by using predefined searches and Advanced Search options.

Select one of these two sub-tab respectively if you want to search for one PO or Release (**Purchase Orders**) or one Blanket Agreement (**Agreements**).


imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin
1
Purchase Orders
Agreements
Purchase History | RFQ
Purchase Orders
Export
Simple Search
To search, please enter Business Unit AND at least one of the following search criteria: PO Number, Supplier
Advanced Search
Business Unit
PO Number
Last Approved Date
Supplier
Supplier Site
Buyer
Go
Clear
2
Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.
Select PO Number Rev Business Unit Supplier Supplier Site Document Type Description Last Approved Date Buyer Currency Amount Status Acknowledge By Attachments
No search conducted.
Export

Orders list

These functions are not active for this project.

In all aSP form, once you have your search **results displayed**, you can **sort** them by clicking any of the embossed column headings.

Clicking on **Rev. number** the user can see all the changes made to the PO.

Clicking on **Attachment** icon the system shows the list of notes, clauses and attachments present in the Oracle PO.

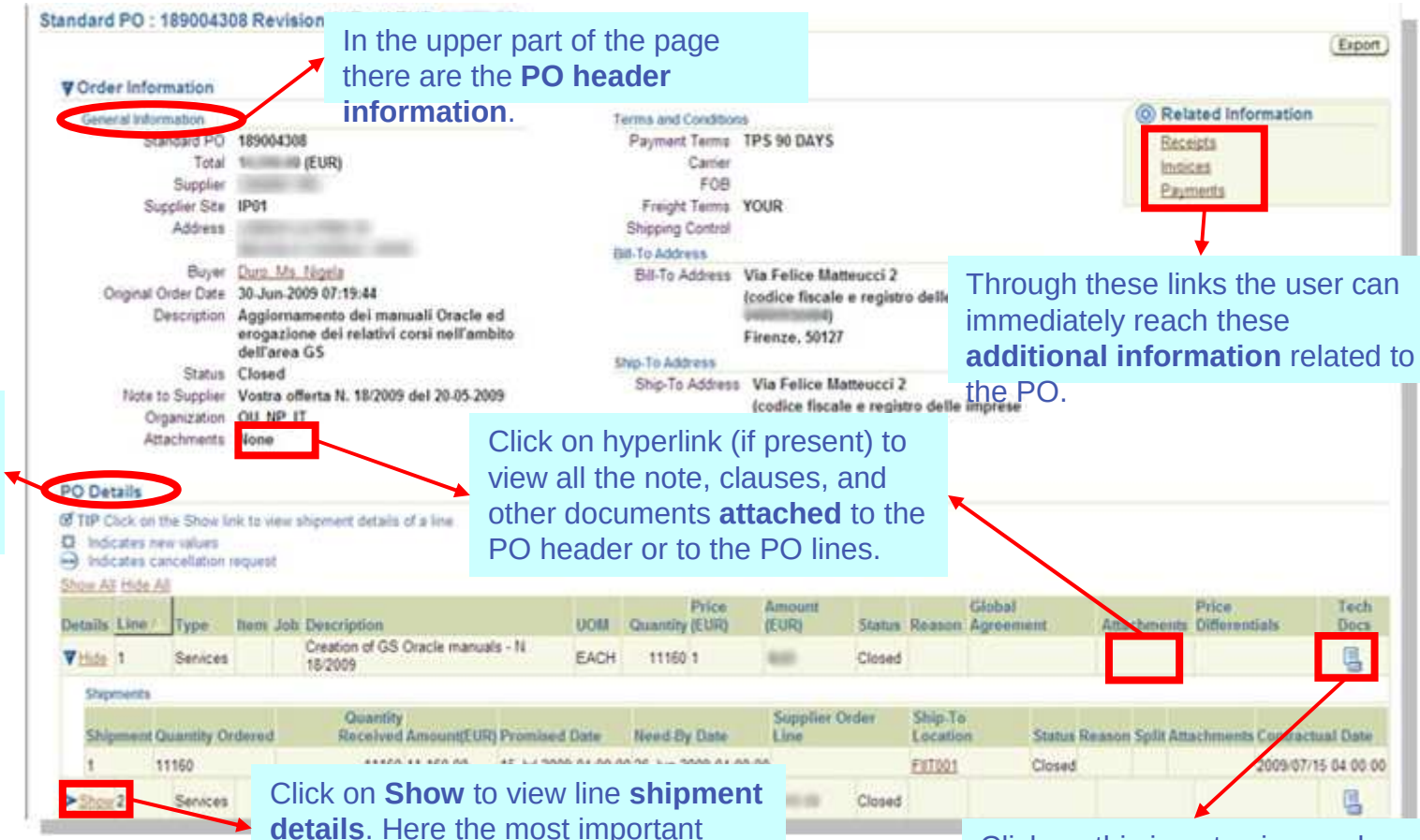
Once you've located the PO you want to view, **click** on the **PO number** to **view all the PO details.**

Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

View Purchase Order details page

In the **PO details page** most **header** and **lines information** related to the selected PO are displayed. The user can also access all other related information to this PO by clicking on **Receipts**, **Invoices** or **Payments**.


Standard PO : 189004308 Revision
Export
Order Information
General Information
Standard PO 189004308
Total (EUR)
Supplier
Supplier Site IP01
Address
Buyer
Original Order Date 30-Jun-2009 07:19:44
Description Aggiornamento dei manuali Oracle ed erogazione dei relativi corsi nell'ambito dell'area GS
Status Closed
Note to Supplier Vostra offerta N. 18/2009 del 20-05-2009
Organization
Attachments None
Terms and Conditions
Payment Terms TPS 90 DAYS
Carrier
FOB
Freight Terms YOUR
Shipping Control
Bill-To Address
Bill-To Address Via Felice Matteucci 2 (codice fiscale e registro delle imprese) Firenze, 50127
Ship-To Address
Ship-To Address Via Felice Matteucci 2 (codice fiscale e registro delle imprese)
Related Information
Receipts
Invoices
Payments
PO Details
TIP Click on the Show link to view shipment details of a line
Indicates new values
Indicates cancellation request
Show All Hide All
Details Line Type Item Job Description UOM Quantity Price (EUR) Amount (EUR) Status Reason Global Agreement Attachments Price Differentials Tech Docs
Hide 1 Services Creation of GS Oracle manuals - N 18/2009 EACH 11160 1 Closed
Shipments
Shipment Quantity Ordered Quantity Received Amount(EUR) Promised Date Need By Date Supplier Order Line Ship-To Location Status Reason Split Attachments Contractual Date
1 11160 FIST001 Closed 2009/07/15 04:00:00
Show 2 Services Closed

In the upper part of the page there are the **PO header information**.

Through these links the user can immediately reach these **additional information** related to the PO.

In this section the **lines information** are displayed (code, q.ty, tech docs, etc).

Click on hyperlink (if present) to view all the note, clauses, and other documents **attached** to the PO header or to the PO lines.

Click on **Show** to view line **shipment details**. Here the most important information are related to the **dates**.

Click on this icon to view and download the list of **Tech Docs** associated to each PO line.

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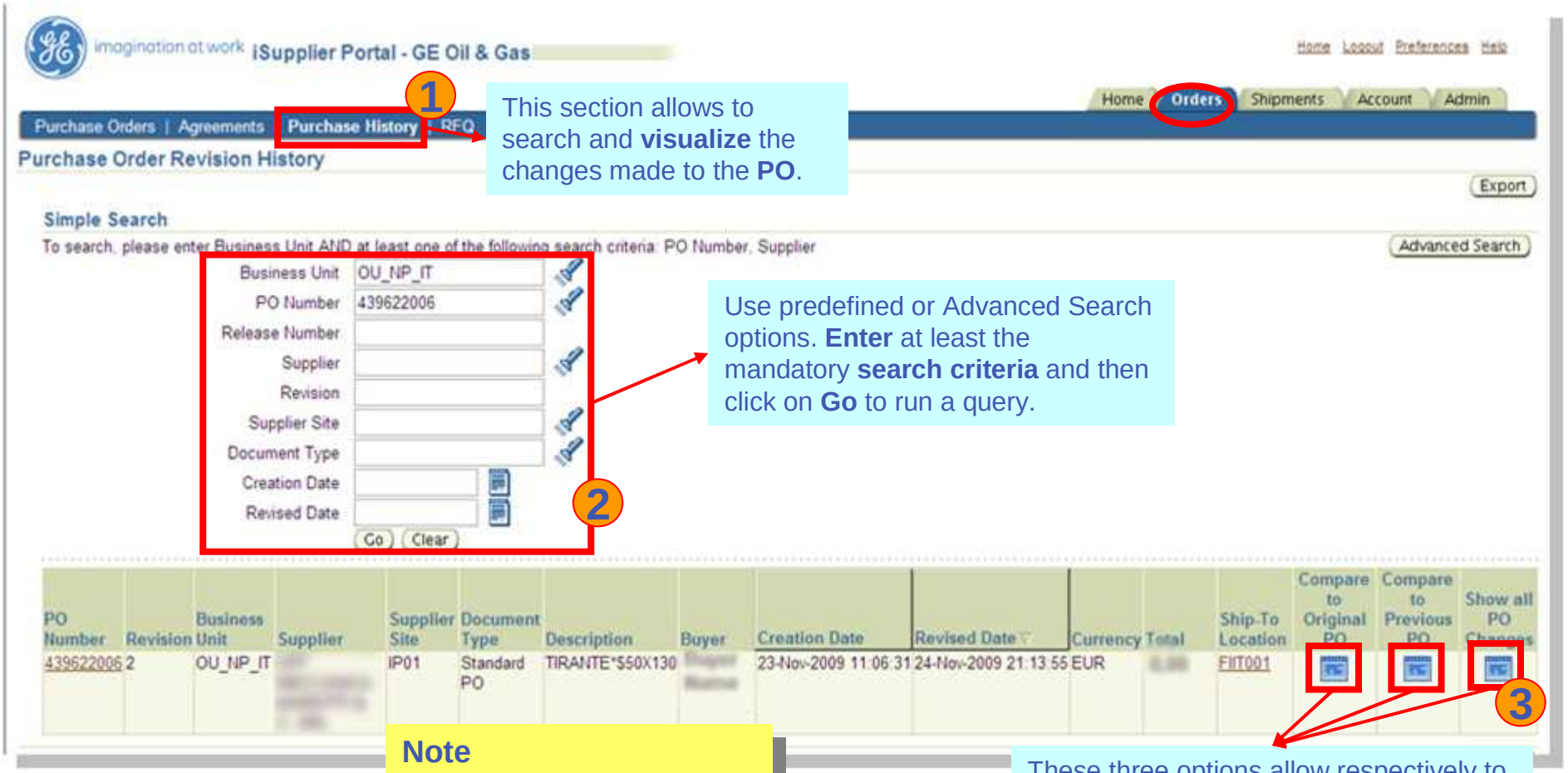
Purchase Order History

Through the **Purchase History** sub-tab, search for the PO and view the PO revision history as shown below.



Note

The user can reach the same result clicking on the Rev. number link in the Orders list.

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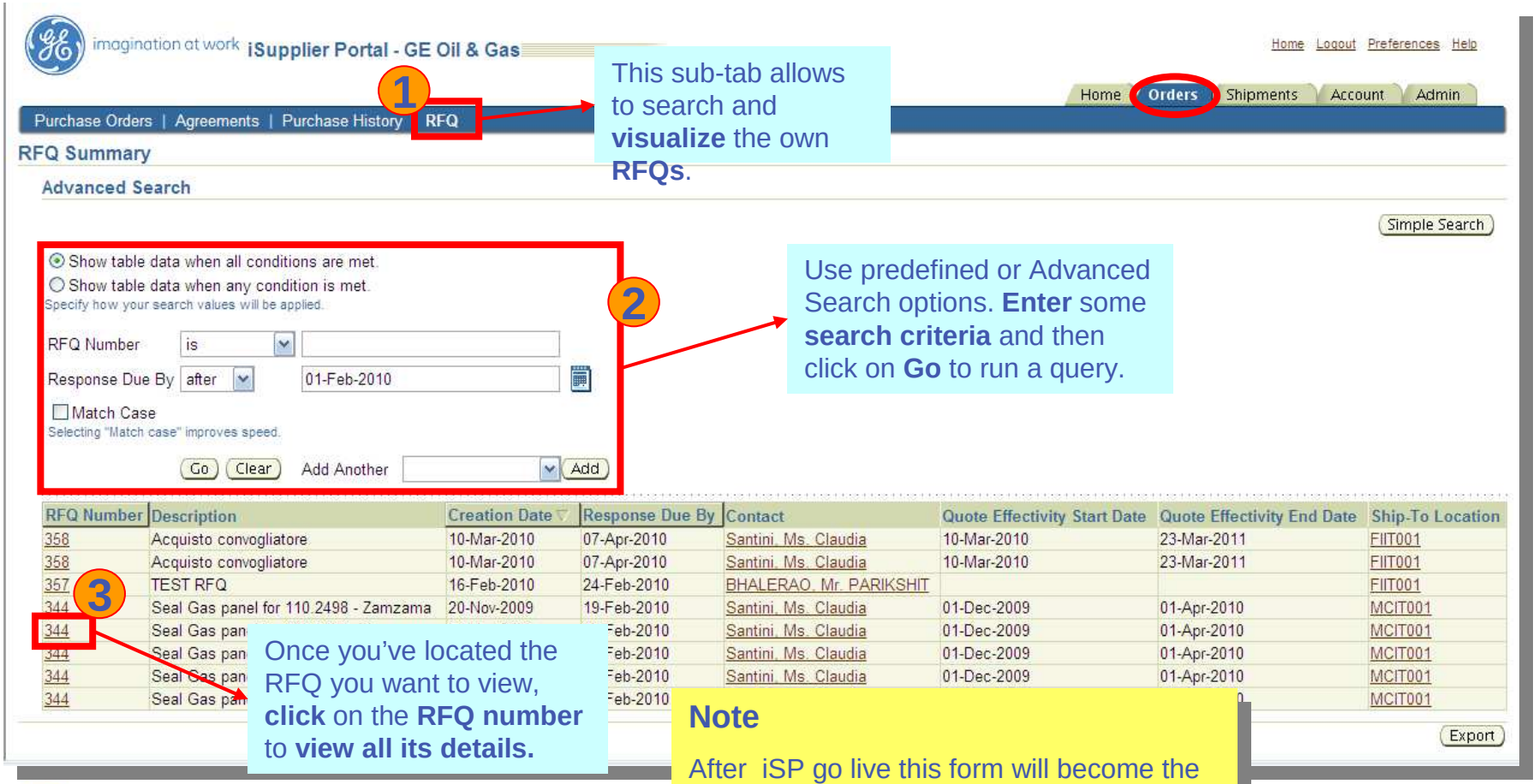
RFQ search

The **RFQ** sub-tab is available only for the Supplier. RFQs are **visible** in iSP only during their **validity time frame** as set by the Buyer in Oracle PO.

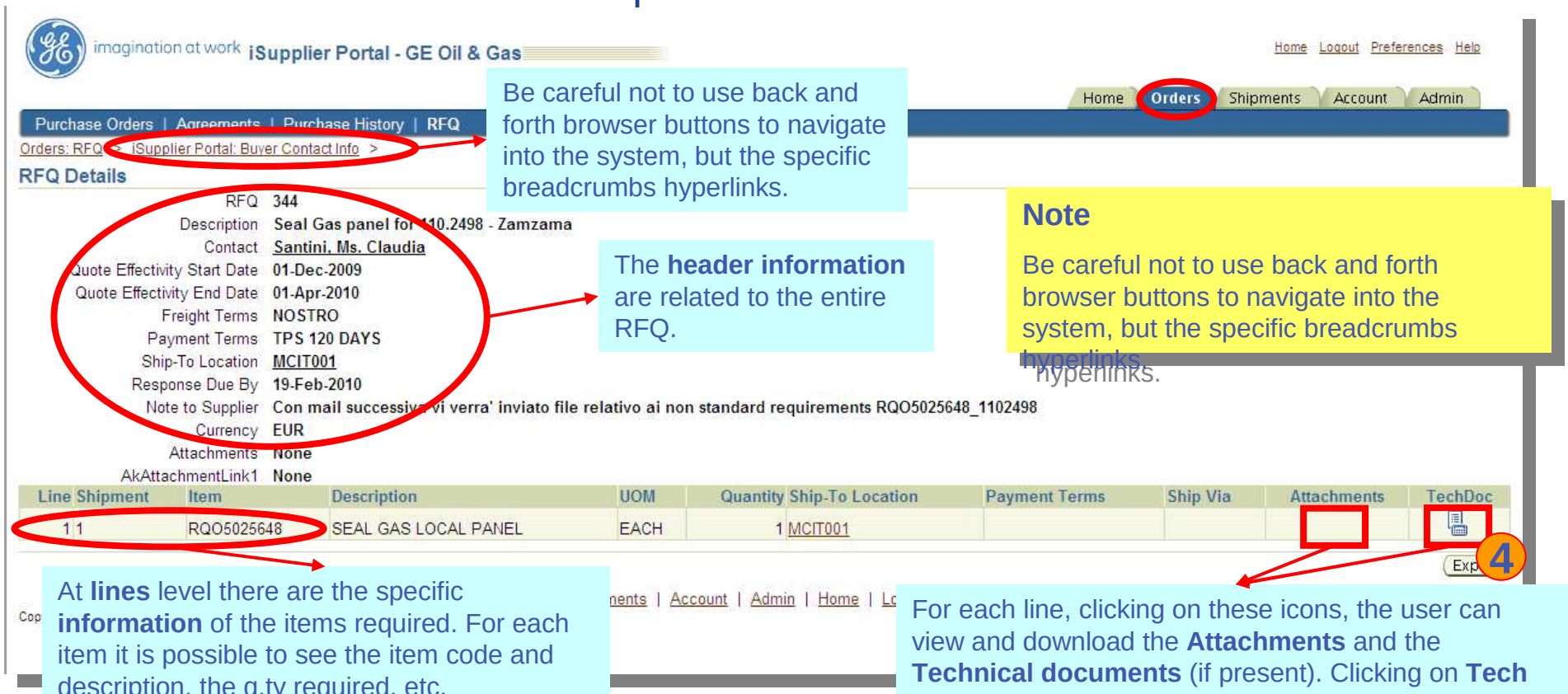

imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin
Purchase Orders | Agreements | Purchase History | RFQ
1
This sub-tab allows to search and **visualize** the own **RFQs**.
RFQ Summary
Advanced Search
Simple Search
Show table data when all conditions are met.
Show table data when any condition is met.
Specify how your search values will be applied.
RFQ Number is
Response Due By after 01-Feb-2010
Match Case
Selecting "Match case" improves speed.
Go Clear Add Another Add
2
Use predefined or Advanced Search options. **Enter** some **search criteria** and then click on **Go** to run a query.
RFQ Number | Description | Creation Date | Response Due By | Contact | Quote Effectivity Start Date | Quote Effectivity End Date | Ship-To Location
358 | Acquisto convogliatore | 10-Mar-2010 | 07-Apr-2010 | Santini, Ms. Claudia | 10-Mar-2010 | 23-Mar-2011 | FIIT001
358 | Acquisto convogliatore | 10-Mar-2010 | 07-Apr-2010 | Santini, Ms. Claudia | 10-Mar-2010 | 23-Mar-2011 | FIIT001
357 | TEST RFQ | 16-Feb-2010 | 24-Feb-2010 | BHALERAO, Mr. PARIKSHIT | | | FIIT001
344 | Seal Gas panel for 110.2498 - Zamzama | 20-Nov-2009 | 19-Feb-2010 | Santini, Ms. Claudia | 01-Dec-2009 | 01-Apr-2010 | MCIT001
344 | Seal Gas pan | | Feb-2010 | Santini, Ms. Claudia | 01-Dec-2009 | 01-Apr-2010 | MCIT001
344 | Seal Gas pan | | Feb-2010 | Santini, Ms. Claudia | 01-Dec-2009 | 01-Apr-2010 | MCIT001
344 | Seal Gas pan | | Feb-2010 | Santini, Ms. Claudia | 01-Dec-2009 | 01-Apr-2010 | MCIT001
344 | Seal Gas pan | | Feb-2010 | | | | MCIT001
Export
3
Once you've located the RFQ you want to view, **click** on the **RFQ number** to **view all its details.**

Note

After iSP go live this form will become the only way for the Supplier to receive and analyze the RFQ. The other steps of the RFQ process will remain out of system.

RFQ details

In the **RFQ Details** page the user can see in the upper part the **header** information and in the bottom part the **lines information**.


imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin
Purchase Orders | Agreements | Purchase History | RFQ
Orders: RFQ > iSupplier Portal: Buyer Contact Info >
RFQ Details
RFQ 344
Description Seal Gas panel for 110.2498 - Zamzama
Contact Santini, Ms. Claudia
Quote Effectivity Start Date 01-Dec-2009
Quote Effectivity End Date 01-Apr-2010
Freight Terms NOSTRO
Payment Terms TPS 120 DAYS
Ship-To Location MCIT001
Response Due By 19-Feb-2010
Note to Supplier Con mail successiva vi verra' inviato file relativo ai non standard requirements RQO5025648_1102498
Currency EUR
Attachments None
AkAttachmentLink1 None
Line Shipment Item Description UOM Quantity Ship-To Location Payment Terms Ship Via Attachments TechDoc
1 1 RQO5025648 SEAL GAS LOCAL PANEL EACH 1 MCIT001
4

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

The **header information** are related to the entire RFQ.

Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

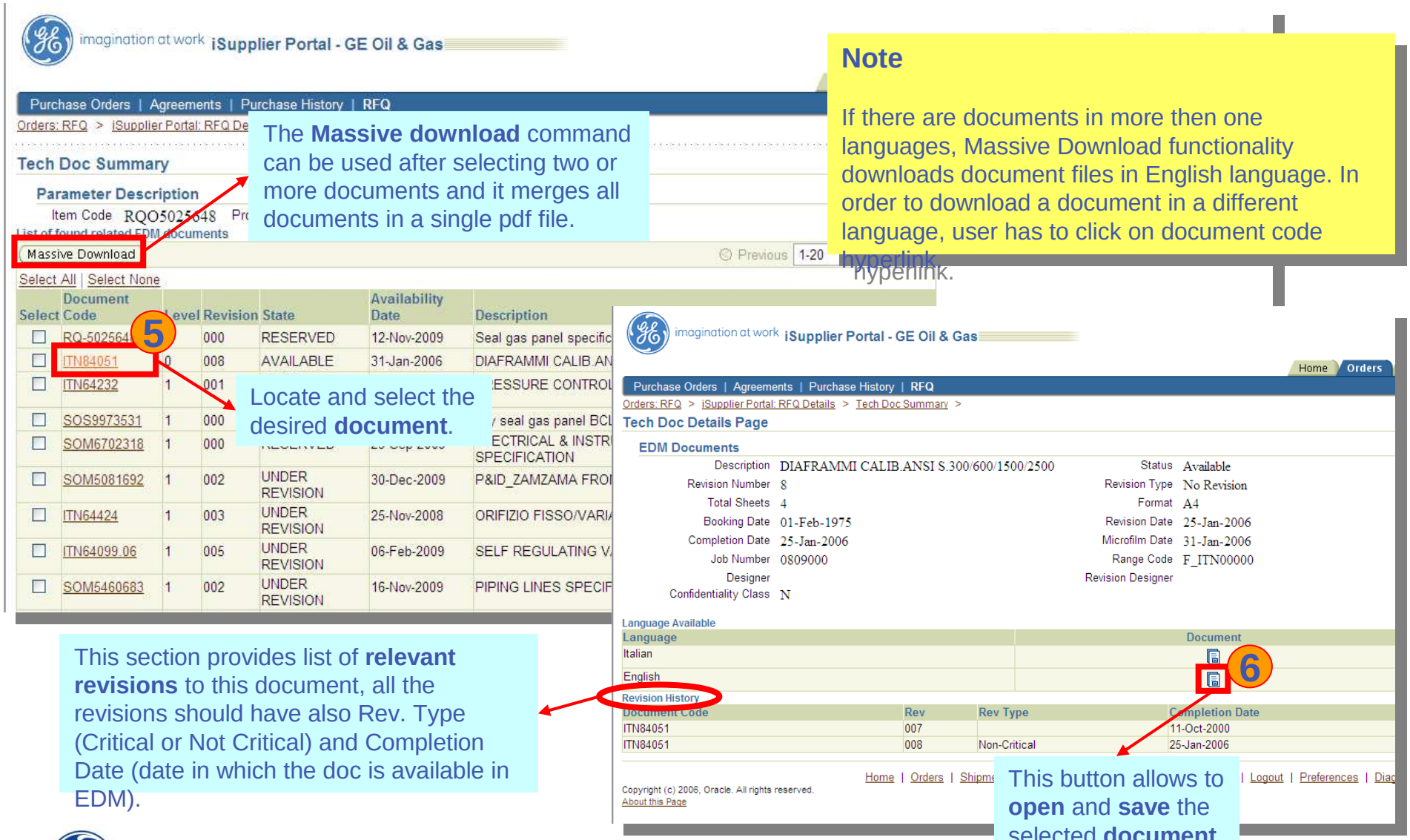
At **lines** level there are the specific **information** of the items required. For each item it is possible to see the item code and description, the q.ty required, etc.

For each line, clicking on these icons, the user can view and download the **Attachments** and the **Technical documents** (if present). Clicking on **Tech Doc icon**, **Supplier** is redirected to Tech Doc page that shows the list of technical documents stored in EDM system.

Note

The Tech docs hyperlink is not active for internal users that can reach these information directly using EDM.

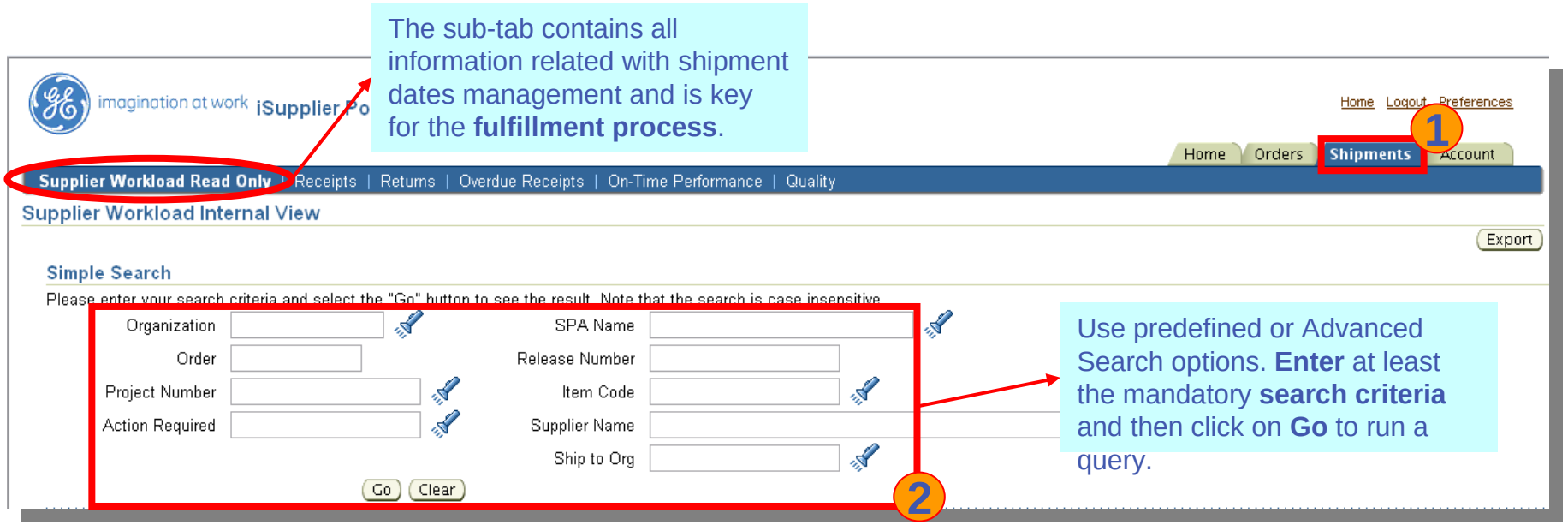
Technical Doc. analysis and download



Shipments tab navigation

Supplier WorkLoad search

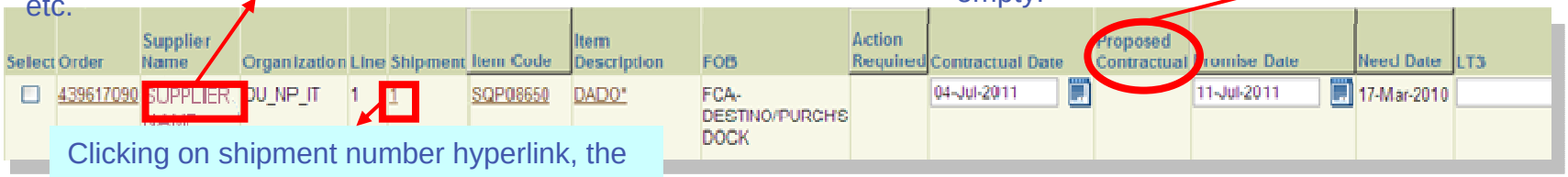
This paragraph contains an overview of the navigation in **Shipments tab**. For all the details on the transactions regarding shipments dates and fulfillment management see the specific chapters.
In the **Supplier Workload** sub-tab are presents only the open shipments (from PO approval to receipt).


The sub-tab contains all information related with shipment dates management and is key for the **fulfillment process**.
imagination at work
Home Logout Preferences
1
Home Orders Shipments Account
Supplier Workload Read Only | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality
Supplier Workload Internal View
Export
Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive
Organization
SPA Name
Order
Release Number
Project Number
Item Code
Action Required
Supplier Name
Ship to Org
Go
Clear
2
Use predefined or Advanced Search options. **Enter** at least the mandatory **search criteria** and then click on **Go** to run a query.

Supplier WorkLoad list

Clicking on the Supplier name the system shows the **Supplier details** including address, code, etc.

When ASCP reschedules the Need by Date and before the Supplier acceptance of the new Contractual Date the field Proposed Contractual is empty.

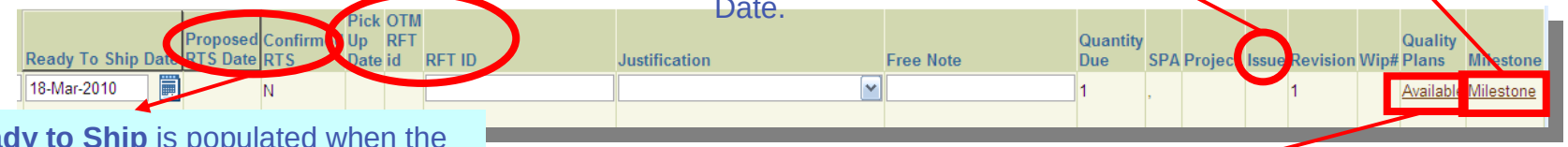


Clicking on shipment number hyperlink, the **Audit Trail** form will be opened showing all the changes done on the selected record using iSP, by Supplier or SPA. This function is available only for the Internal users.

These three fields are related to the transport. **Pick Up Date** is the RTS for OTM; **OTM RFT ID** represent the Request For Transport number generated by OTM; if the transport is not managed through OTM the user (**SPA and Supplier**) can manually enter the **RFT ID.**

If the shipment has **Milestones** associated they can be viewed / uploaded clicking on this hyperlink.

The system sets **Issue** flag to Y when the SPA rejects the Proposal RTS Date.



Proposed Ready to Ship is populated when the Supplier ask for a new RTS.

The system sets **Confirmed RTS** equal to Y when the Supplier clicks on Last RTS (this means that he is sure that he can respect the RTS).

If the shipment has **quality docs** associated they can be viewed/uploaded clicking on this hyperlink. The same information can be accessed through the **Quality** sub-tab present in the menu.

For the **dates description** and **meaning** see next pages.

Audit Trail form

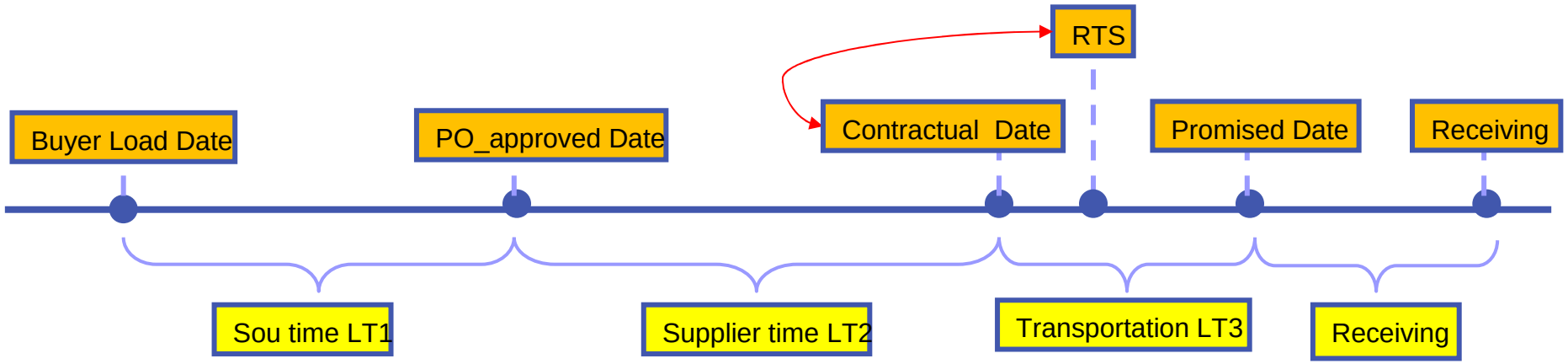
The **Audit Trail form** is available only for the Internal users and allows to view all the changes performed in iSP for the selected record by the Supplier or the SPA. In this form it is possible to analyze and track When, Who and What is changed on the selected Shipment.

imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Diagnostics
Home Orders Shipments Account Admin
Supplier WorkLoad Internal | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality
Shipments: Supplier WorkLoad Internal >
View Audit Trails for Action
Order, Release 439630681
Shipment 1
Item Code SMQ5954076
Organization Name IO NP Massa
Line 7
Supplier Name
Contractual Date 26-May-2012
Export
Action Date | Action User | Action Code | Justification | Free Note | Old Value | Changed Value | Changes
19-Mar-2010 15:46:09 | 105709179 (Sarti, Mr. Simone) | Contractual Update | Pull In | | 30-MAY-2012 | 26-MAY-2012 | SPA has Updated the Contractual Date Manually.
19-Mar-2010 15:37:35 | 105709179 (Sarti, Mr. Simone) | LT_UPDATED. | | | 7 | 3 | SPA has Updated LT3.

The concepts of dates

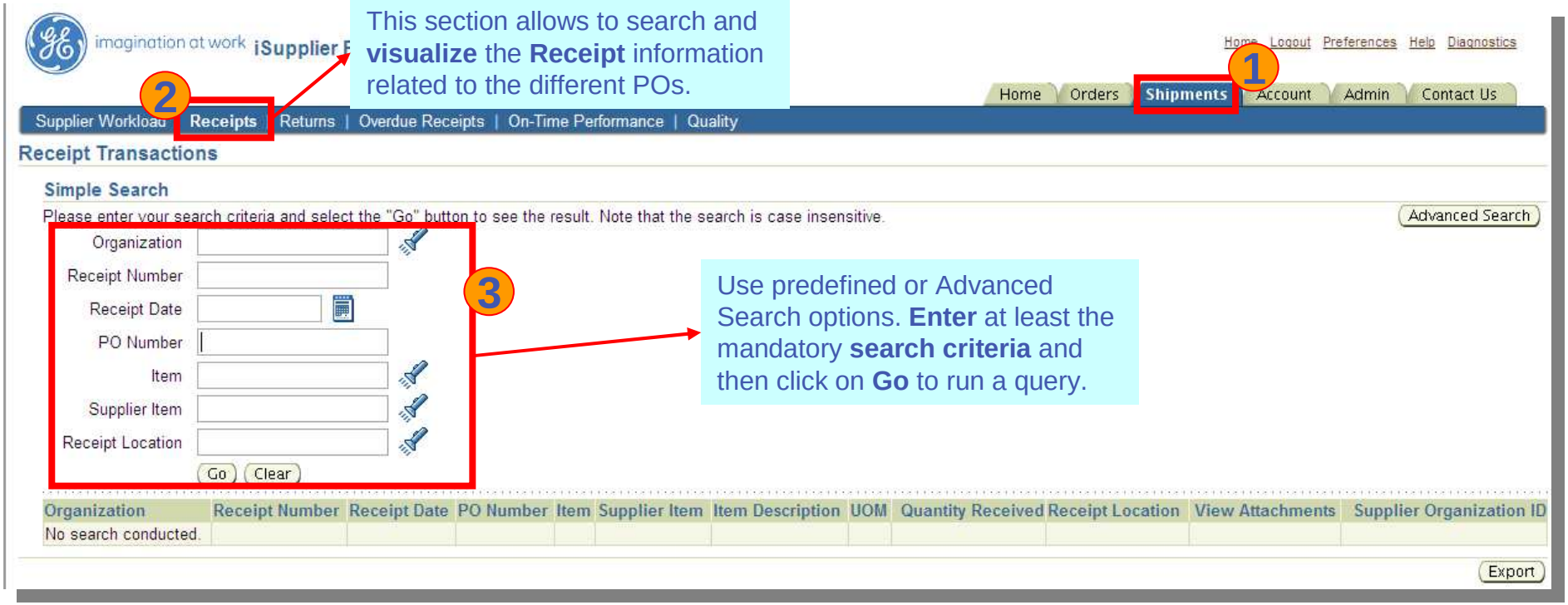
Date types	Description	Meaning
Need by Date	Coming from Mfg on PO Requisition.	Is the date by which a material / service is requested at NP Dock site by the ASCP module.
Promised Date	Is the expected arrival date at NP Dock site advised by the Supplier.	Time by which the material has to be delivered at the NP Dock site independently from the contractual delivery point.
Contractual Date	Is the Contractual delivery date printed on the PO.	Time by which the material has to be contractually delivered at the agreed delivery point. Contractual Date = Promised Date – Transportation LT.
Transportation Lead Time	Transportation Lead Time also called LT3.	Is the time necessary to transport the Goods from the contractual delivery point to the Requested Site.
RTS Date	Ready To Ship Date.	It is the Supplier Actual date of supply ready to Ship at contractual delivery point.

Right to Left approach



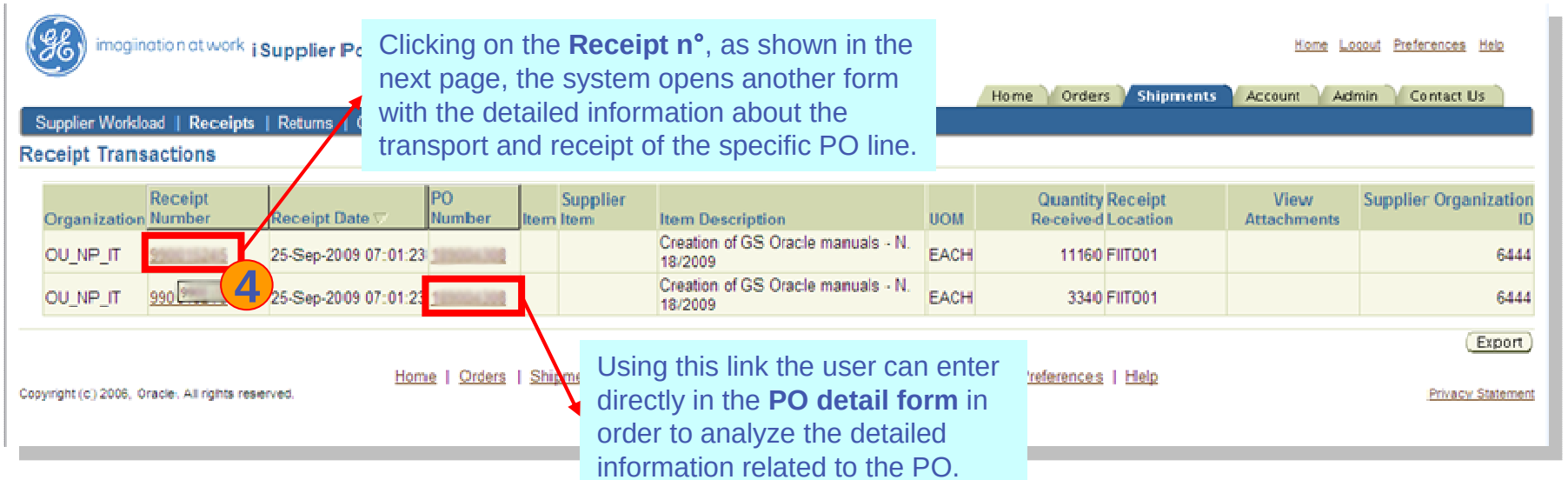
Receipt search

Entering the specific tab and sub-tab it is possible to search for **Receipts** using the **standard iSP search form**. The **Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipped goods.


This section allows to search and **visualize** the **Receipt** information related to the different POs.
imagination at work
Home Logout Preferences Help Diagnostics
Home Orders Shipments Account Admin Contact Us
1
2
Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality
Receipt Transactions
Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Advanced Search
Organization
Receipt Number
Receipt Date
PO Number
Item
Supplier Item
Receipt Location
Go Clear
3
Use predefined or Advanced Search options. **Enter** at least the mandatory **search criteria** and then click on **Go** to run a query.
Organization Receipt Number Receipt Date PO Number Item Supplier Item Item Description UOM Quantity Received Receipt Location View Attachments Supplier Organization ID
No search conducted.
Export

Receipt information

In the **Receipt transaction form** the system shows line by line the detailed information related to the POs received and the receipt.

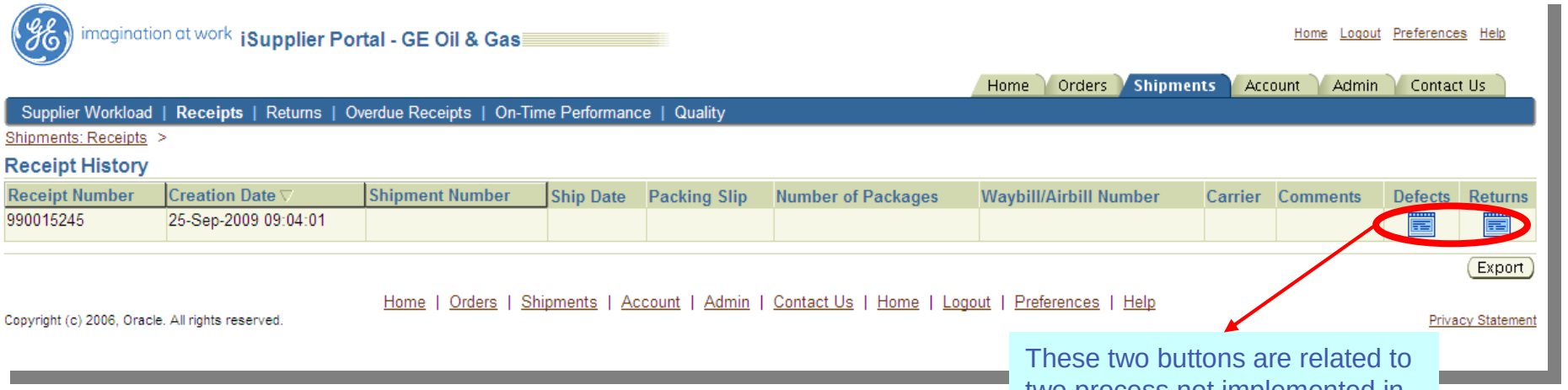


Clicking on the **Receipt n°**, as shown in the next page, the system opens another form with the detailed information about the transport and receipt of the specific PO line.

Using this link the user can enter directly in the **PO detail form** in order to analyze the detailed information related to the PO.

Receipt information

In the **Receipt history** form there are a lot of useful **information related** to the **shipment** (carrier, DDT number, package, etc) and the **receipt transactions**.



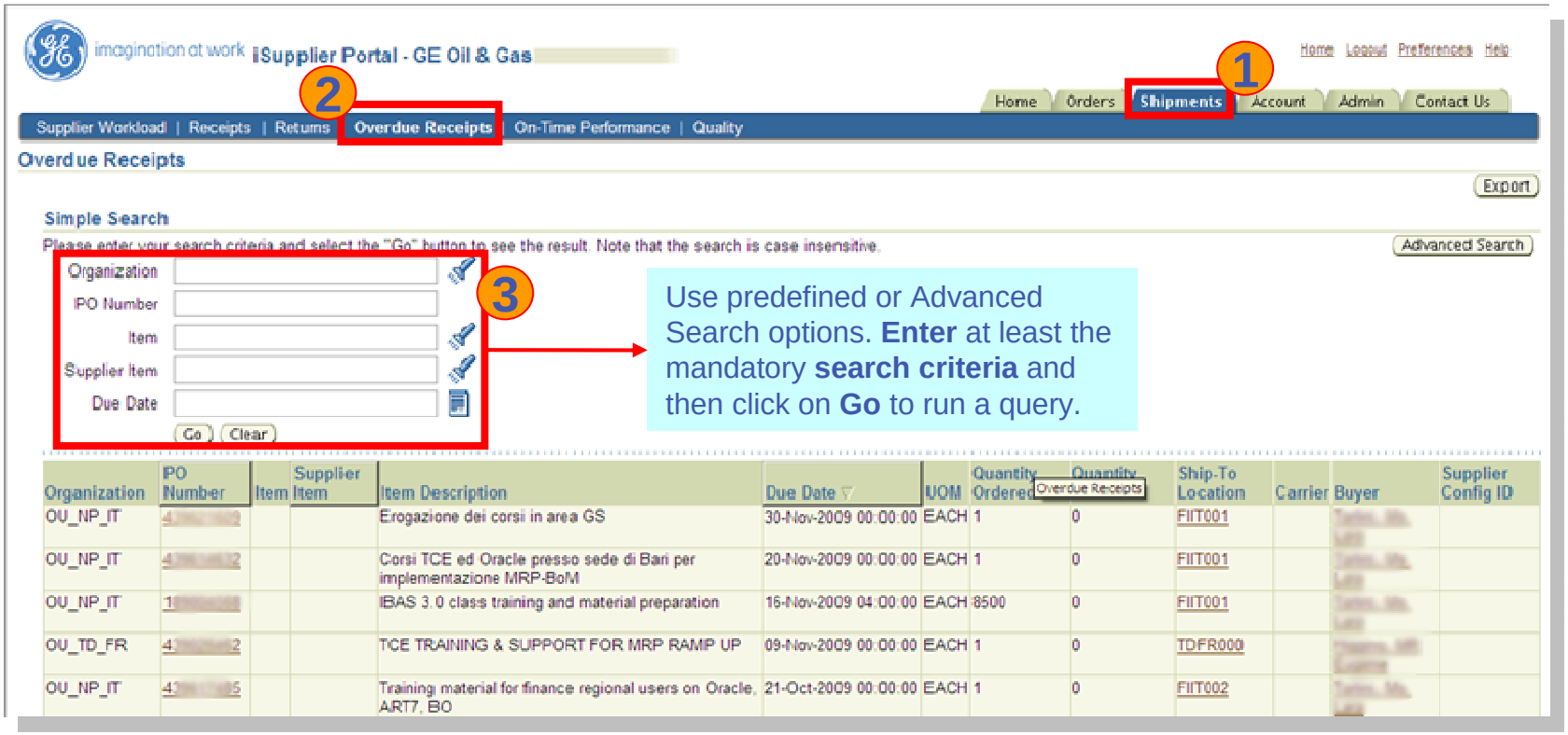
These two buttons are related to two process not implemented in NP and so they are not used.

Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

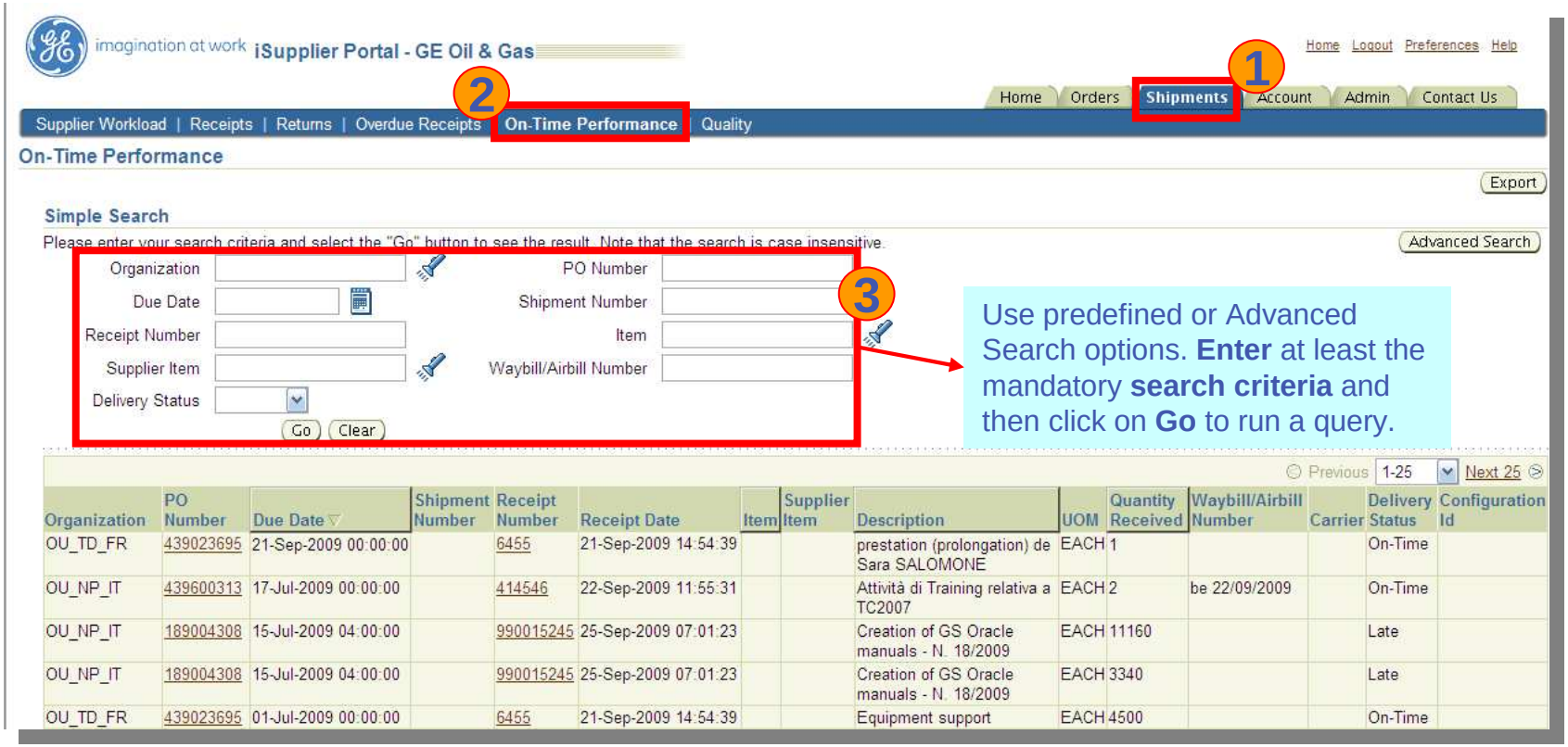
Viewing Overdue Receipts

The **Overdue Receipts** results page enables users to view the details of past due purchase order shipments.



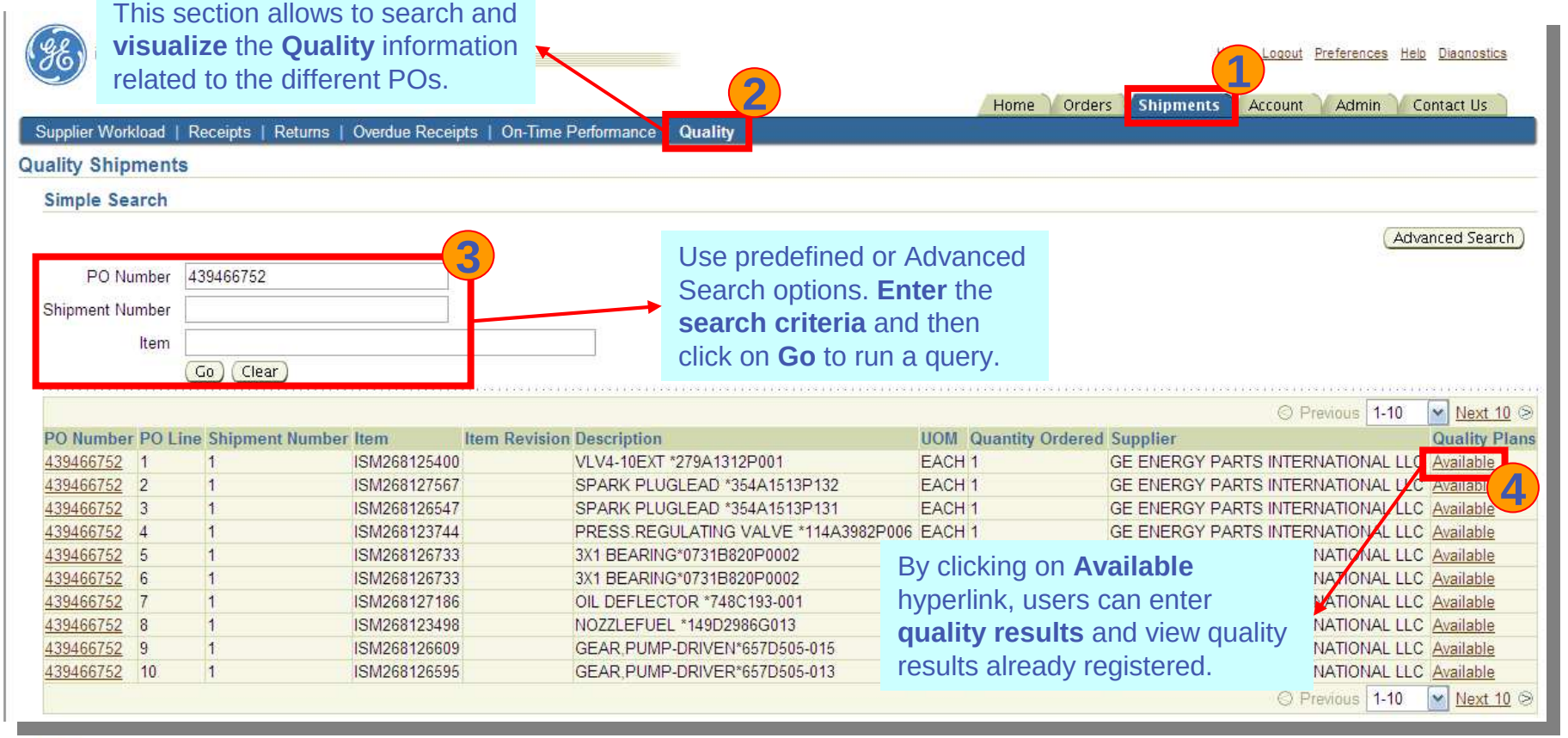
Viewing On-Time Delivery Performance

The **On-Time Performance** page provides the delivery status of shipments the supplier made against purchase orders. The supplier can view his/her performance for timeliness of deliveries.


imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin Contact Us
1
2
Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality
On-Time Performance
Export
Simple Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Advanced Search
Organization
PO Number
Due Date
Shipment Number
Receipt Number
Item
Supplier Item
Waybill/Airbill Number
Delivery Status
Go
Clear
3
Use predefined or Advanced Search options. Enter at least the mandatory search criteria and then click on Go to run a query.
Previous 1-25 Next 25
Organization | PO Number | Due Date | Shipment Number | Receipt Number | Receipt Date | Item | Supplier Item | Description | UOM | Quantity Received | Waybill/Airbill Number | Carrier | Delivery Status | Configuration Id
OU_TD_FR | 439023695 | 21-Sep-2009 00:00:00 | | 6455 | 21-Sep-2009 14:54:39 | | | prestation (prolongation) de Sara SALOMONE | EACH | 1 | | | On-Time |
OU_NP_IT | 439600313 | 17-Jul-2009 00:00:00 | | 414546 | 22-Sep-2009 11:55:31 | | | Attività di Training relativa a TC2007 | EACH | 2 | be 22/09/2009 | | On-Time |
OU_NP_IT | 189004308 | 15-Jul-2009 04:00:00 | | 990015245 | 25-Sep-2009 07:01:23 | | | Creation of GS Oracle manuals - N. 18/2009 | EACH | 11160 | | | Late |
OU_NP_IT | 189004308 | 15-Jul-2009 04:00:00 | | 990015245 | 25-Sep-2009 07:01:23 | | | Creation of GS Oracle manuals - N. 18/2009 | EACH | 3340 | | | Late |
OU_TD_FR | 439023695 | 01-Jul-2009 00:00:00 | | 6455 | 21-Sep-2009 14:54:39 | | | Equipment support | EACH | 4500 | | | On-Time |

Quality

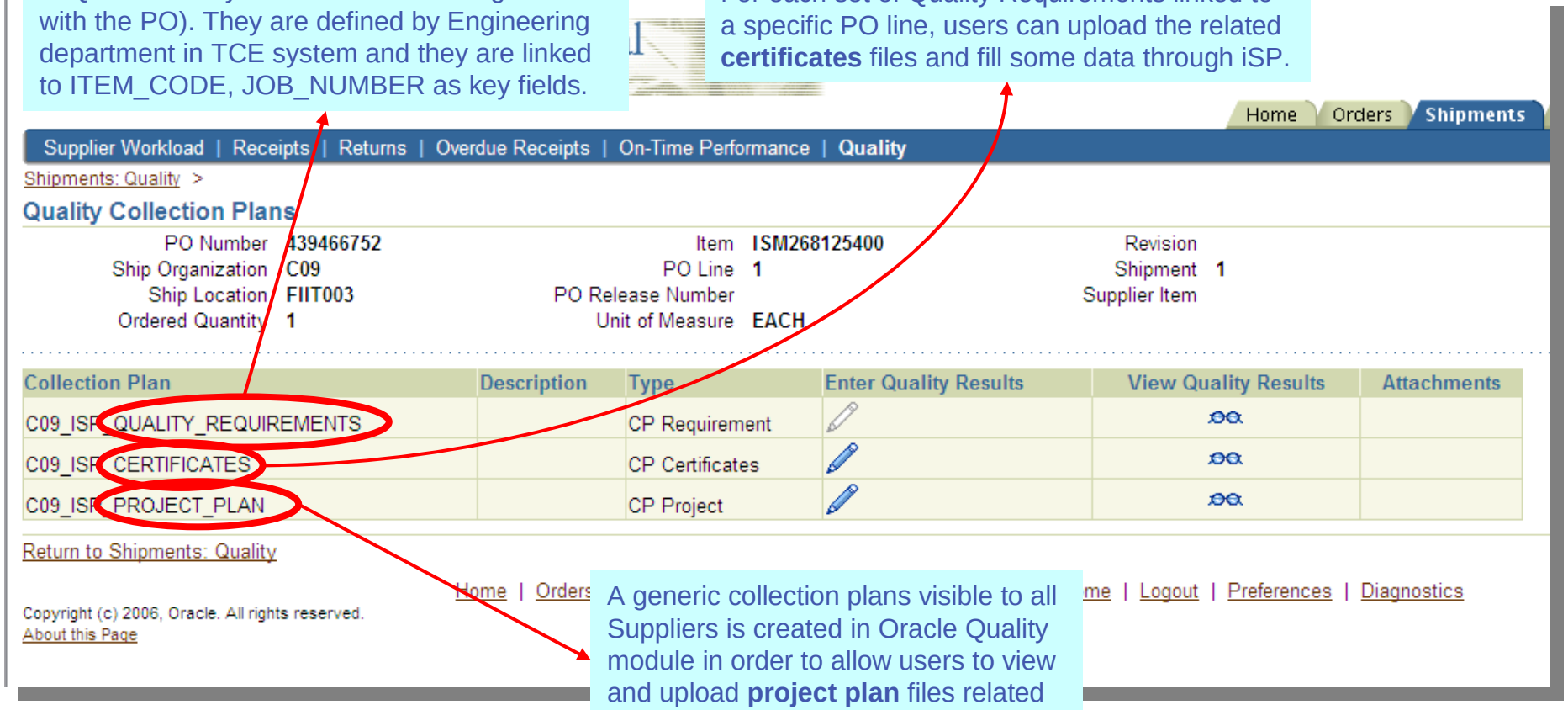
Entering the specific tab and sub-tab users can see all the open shipments having **quality plans** associated. Quality plans are created in Oracle Quality module and linked to Supplier/PO information.


This section allows to search and **visualize** the **Quality** information related to the different POs.
1
2
Logout Preferences Help Diagnostics
Home Orders Shipments Account Admin Contact Us
Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality
Quality Shipments
Simple Search
Advanced Search
3
PO Number 439466752
Shipment Number
Item
Go Clear
Use predefined or Advanced Search options. **Enter** the **search criteria** and then click on **Go** to run a query.
Previous 1-10 Next 10
PO Number | PO Line | Shipment Number | Item | Item Revision | Description | UOM | Quantity Ordered | Supplier | Quality Plans
439466752 | 1 | 1 | ISM268125400 | | VLV4-10EXT *279A1312P001 | EACH | 1 | GE ENERGY PARTS INTERNATIONAL LLC | Available
439466752 | 2 | 1 | ISM268127567 | | SPARK PLUGLEAD *354A1513P132 | EACH | 1 | GE ENERGY PARTS INTERNATIONAL LLC | Available
439466752 | 3 | 1 | ISM268126547 | | SPARK PLUGLEAD *354A1513P131 | EACH | 1 | GE ENERGY PARTS INTERNATIONAL LLC | Available
439466752 | 4 | 1 | ISM268123744 | | PRESS.REGULATING VALVE *114A3982P006 | EACH | 1 | GE ENERGY PARTS INTERNATIONAL LLC | Available
439466752 | 5 | 1 | ISM268126733 | | 3X1 BEARING*0731B820P0002 | | | NATIONAL LLC | Available
439466752 | 6 | 1 | ISM268126733 | | 3X1 BEARING*0731B820P0002 | | | NATIONAL LLC | Available
439466752 | 7 | 1 | ISM268127186 | | OIL DEFLECTOR *748C193-001 | | | NATIONAL LLC | Available
439466752 | 8 | 1 | ISM268123498 | | NOZZLEFUEL *149D2986G013 | | | NATIONAL LLC | Available
439466752 | 9 | 1 | ISM268126609 | | GEAR.PUMP-DRIVEN*657D505-015 | | | NATIONAL LLC | Available
439466752 | 10 | 1 | ISM268126595 | | GEAR.PUMP-DRIVER*657D505-013 | | | NATIONAL LLC | Available
Previous 1-10 Next 10
By clicking on **Available** hyperlink, users can enter **quality results** and view quality results already registered.
4

Quality

The **Quality Requirements** are the collection of requirements necessary to be satisfied in order to implement a good product (they correspond to QCP currently received via email together with the PO). They are defined by Engineering department in TCE system and they are linked to ITEM_CODE, JOB_NUMBER as key fields.

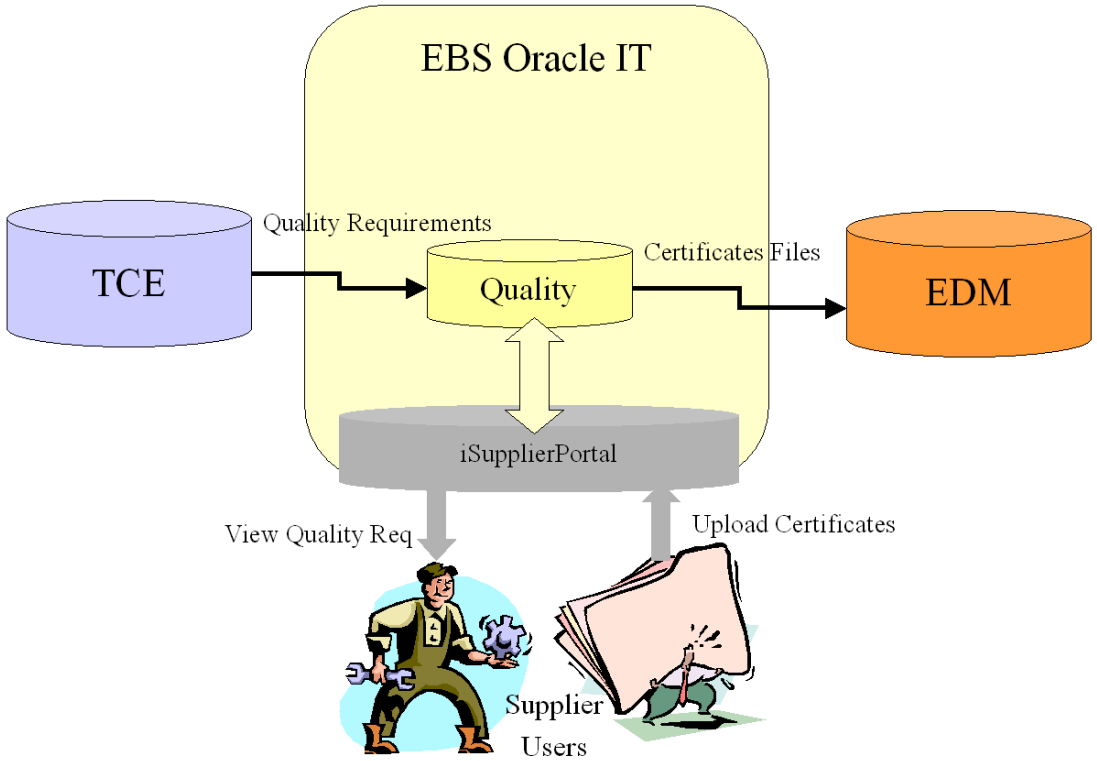
For each set of Quality Requirements linked to a specific PO line, users can upload the related **certificates** files and fill some data through iSP.



A generic collection plans visible to all Suppliers is created in Oracle Quality module in order to allow users to view and upload **project plan** files related to activities they are doing.

Quality documentation process

1. Each PDF file is uploaded as an attachment of quality results by Supplier user through iSupplier Portal internet application.
2. Each PDF file is inserted as a blob value in Oracle tables.
3. Interface stores PDF file into Oracle file system.
4. Each PDF file is then transferred to EDM staging area.



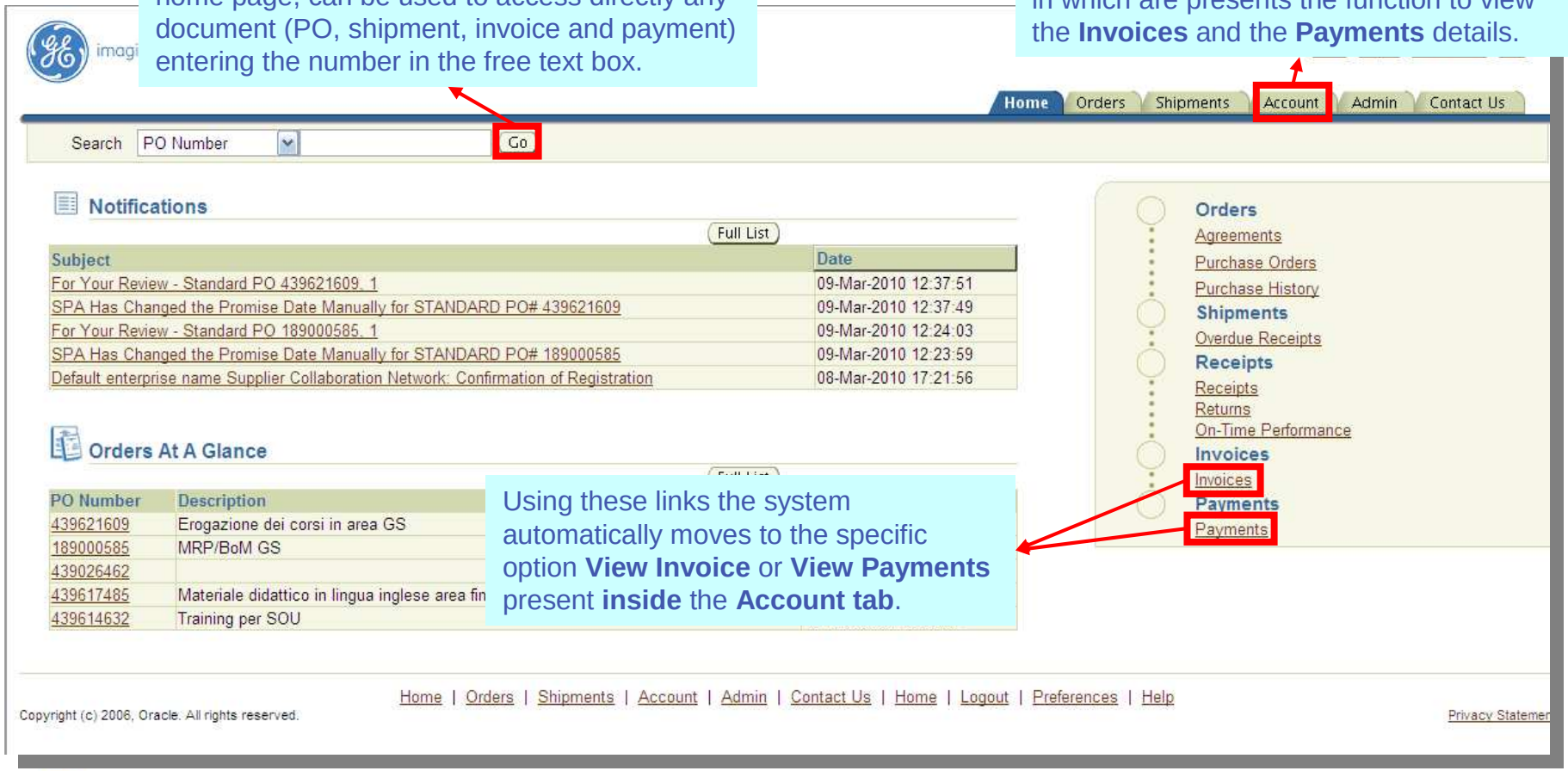
Account tab navigation

Invoice and Payment search

The **iSP home** page provides different options to locate **Invoice** and **Payment**.

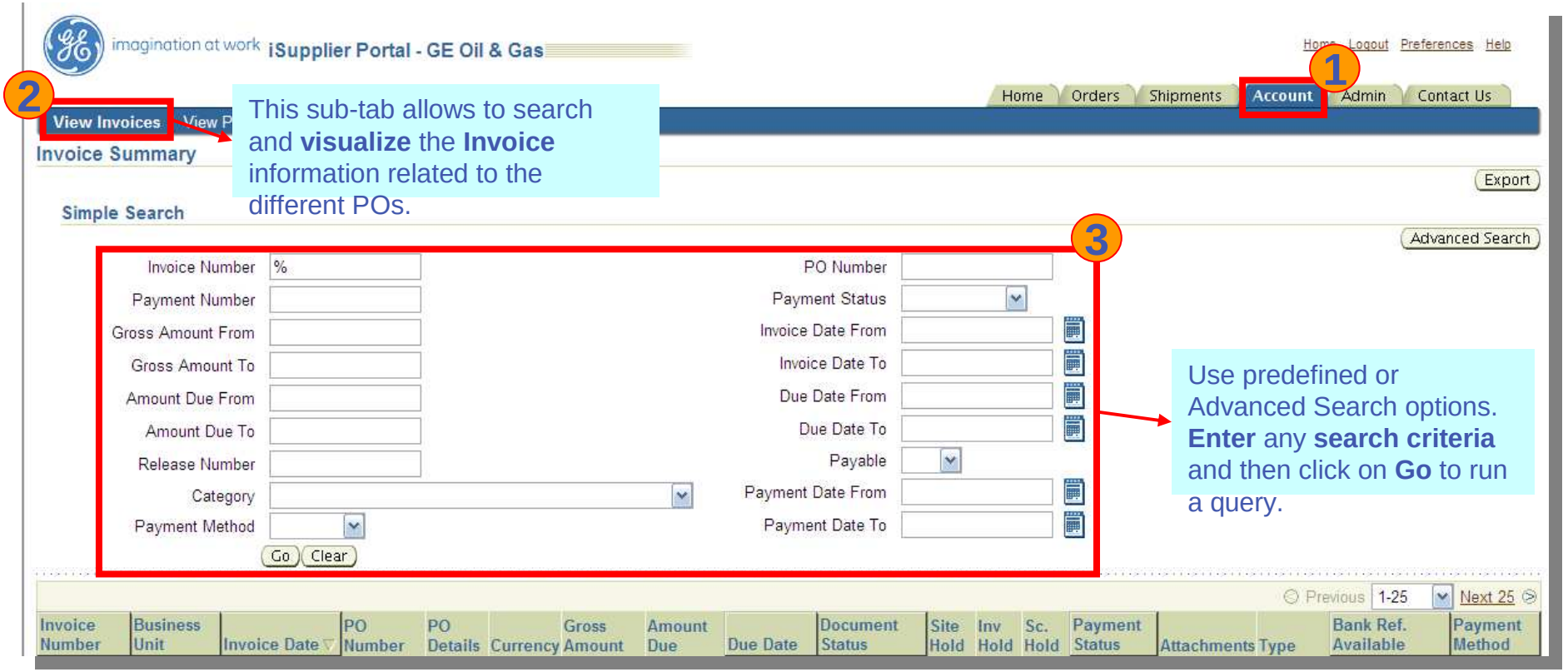
Quick search, present only in the Supplier home page, can be used to access directly any document (PO, shipment, invoice and payment) entering the number in the free text box.

This button allows to open the **Account tab** in which are presents the function to view the **Invoices** and the **Payments** details.



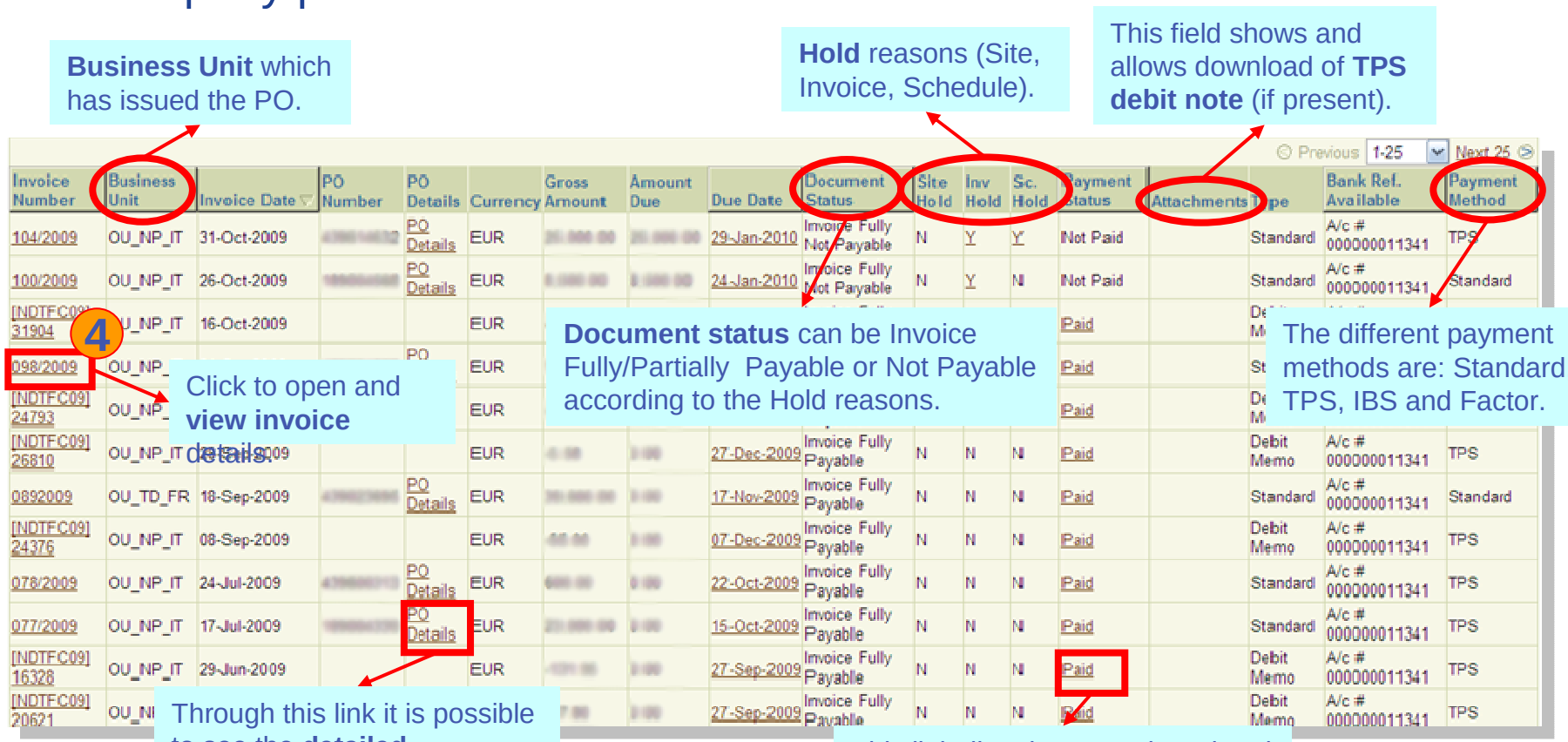
Invoice search

To **view submitted Invoices** in iSP you need to follow the steps as shown below.



Invoices list

As query results the system returns the list of invoices that correspond with the query parameters.


Business Unit which has issued the PO.
Hold reasons (Site, Invoice, Schedule).
This field shows and allows download of TPS debit note (if present).
Previous 1-25 Next 25
Invoice Number | Business Unit | Invoice Date | PO Number | PO Details | Currency | Gross Amount | Amount Due | Due Date | Document Status | Site Hold | Inv Hold | Sc. Hold | Payment Status | Attachments | Type | Bank Ref. Available | Payment Method
104/2009 | OU_NP_IT | 31-Oct-2009 | PO Details | EUR | 29-Jan-2010 | Invoice Fully Not Payable | N | Y | Y | Not Paid | Standard | A/c # 000000011341 | TPS
100/2009 | OU_NP_IT | 26-Oct-2009 | PO Details | EUR | 24-Jan-2010 | Invoice Fully Not Payable | N | Y | N | Not Paid | Standard | A/c # 000000011341 | Standard
[NDTFC09] 31904 | OU_NP_IT | 16-Oct-2009 | EUR | Paid
098/2009 | OU_NP_ | EUR | Paid
[NDTFC09] 24793 | OU_NP_ | EUR | Paid
[NDTFC09] 26810 | OU_NP_IT | EUR | 27-Dec-2009 | Invoice Fully Payable | N | N | N | Paid | Debit Memo | A/c # 000000011341 | TPS
0892009 | OU_TD_FR | 18-Sep-2009 | PO Details | EUR | 17-Nov-2009 | Invoice Fully Payable | N | N | N | Paid | Standard | A/c # 000000011341 | Standard
[NDTFC09] 24376 | OU_NP_IT | 08-Sep-2009 | EUR | 07-Dec-2009 | Invoice Fully Payable | N | N | N | Paid | Debit Memo | A/c # 000000011341 | TPS
078/2009 | OU_NP_IT | 24-Jul-2009 | PO Details | EUR | 22-Oct-2009 | Invoice Fully Payable | N | N | N | Paid | Standard | A/c # 000000011341 | TPS
077/2009 | OU_NP_IT | 17-Jul-2009 | PO Details | EUR | 15-Oct-2009 | Invoice Fully Payable | N | N | N | Paid | Standard | A/c # 000000011341 | TPS
[NDTFC09] 16326 | OU_NP_IT | 29-Jun-2009 | EUR | 27-Sep-2009 | Invoice Fully Payable | N | N | N | Paid | Debit Memo | A/c # 000000011341 | TPS
[NDTFC09] 20621 | OU_NI | 27-Sep-2009 | Invoice Fully Payable | N | N | N | Paid | Debit Memo | A/c # 000000011341 | TPS
4
Click to open and view invoice details.
Document status can be Invoice Fully/Partially Payable or Not Payable according to the Hold reasons.
The different payment methods are: Standard, TPS, IBS and Factor.
Through this link it is possible to see the detailed information related to the PO.
This link directly opens the related Payment page. This value can be Paid, Not Paid or Partially Paid.

For more details on this form see the next pages.

Focus on Invoices list fields meaning

The different **Payment Methods**:

- Standard;
- TPS: Trade Payables System;
- IBS: Internal Billing System: for intercompany invoices;
- Factor: invoices paid through GE Capital factor.

The **Business Units** are:

- OU_NP_IT: Organization Unit Nuovo Pignone Italia;
- OU_TD_FR: Organization Unit Thermodyn Francia;
- OU_NA_DZ: Organization Unit Algesco;
- OU_FND_IT: Organization Unit Foundation Italia;
- OU_NP_IT_HLD: Organization Unit Nuovo Pignone Holding Italia.

Hold Reasons

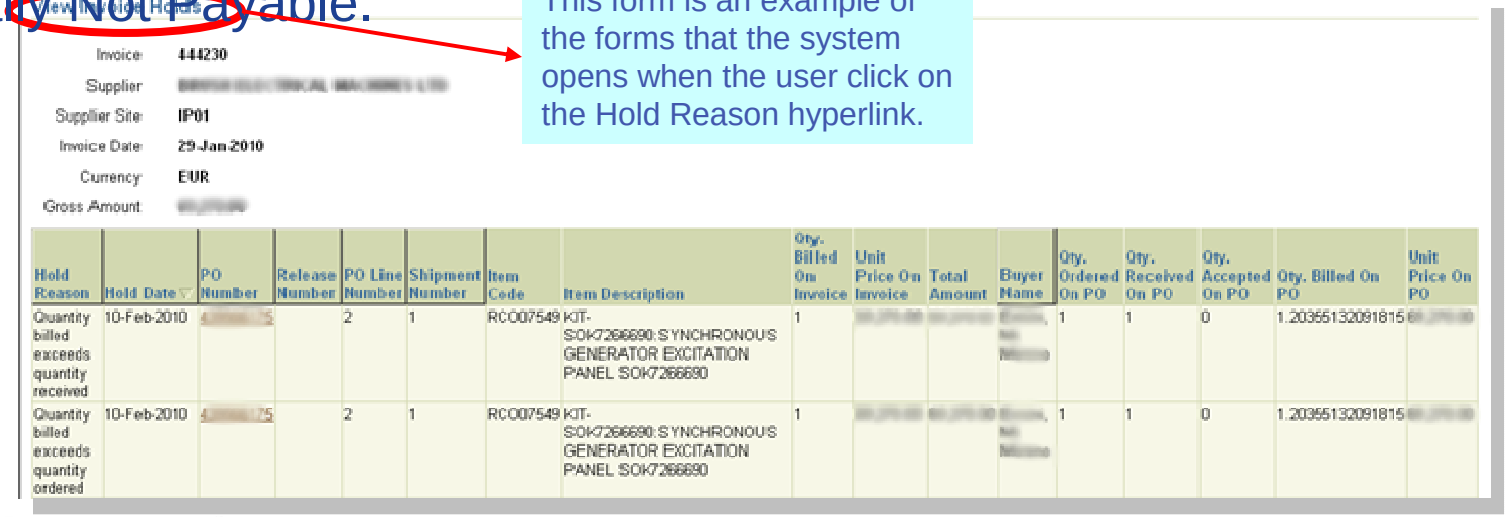
The possible **Hold Reasons** are the following:

Site Hold: refers to the global Supplier situation for the site (i.e. missing bank account); in this case the Document Status becomes Invoice Fully Not Payable.

Schedule Hold: temporary hold, mainly due to missing documentation; in this case the Document Status becomes Invoice Fully Not Payable.

Invoice Hold: refers to a single invoice, for example if there is no match between PO and invoice on price or quantity. This hold could be put only on a part of an invoice, in this case the Document Status becomes Invoice Partially Not Payable.

This form is an example of the forms that the system opens when the user click on the Hold Reason hyperlink.

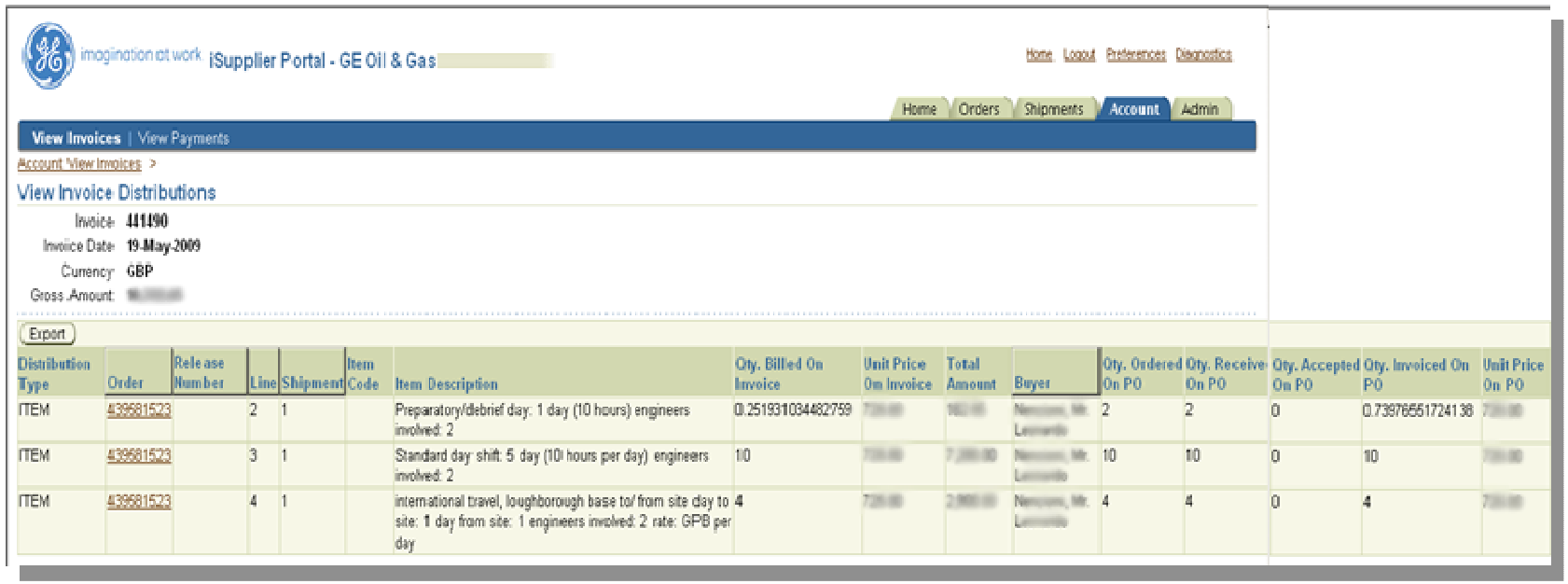

View Invoice Holds

Invoice: 444230
Supplier: [redacted]
Supplier Site: IP01
Invoice Date: 29-Jan-2010
Currency: EUR
Gross Amount: [redacted]

Hold Reason	Hold Date	PO Number	Release Number	PO Line Number	Shipment Number	Item Code	Item Description	Qty. Billed On Invoice	Unit Price On Invoice	Total Amount	Buyer Name	Qty. Ordered On PO	Qty. Received On PO	Qty. Accepted On PO	Qty. Billed On PO	Unit Price On PO
Quantity billed exceeds quantity received	10-Feb-2010	[redacted]		2	1	RCO07549	KIT-SOK7266690:SYNCHRONOUS GENERATOR EXCITATION PANEL SOK7266690	1	[redacted]	[redacted]	[redacted]	1	1	0	1.20355132091815	[redacted]
Quantity billed exceeds quantity ordered	10-Feb-2010	[redacted]		2	1	RCO07549	KIT-SOK7266690:SYNCHRONOUS GENERATOR EXCITATION PANEL SOK7266690	1	[redacted]	[redacted]	[redacted]	1	1	0	1.20355132091815	[redacted]

View invoice details

In this form iSP shows line by line all the useful information related with the PO and the Invoice.


imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Diagnostics
Home Orders Shipments Account Admin
View Invoices | View Payments
Account 'View Invoices' >
View Invoice Distributions
Invoice: 441490
Invoice Date: 19-May-2009
Currency: GBP
Gross Amount:
Export
Distribution Type | Order | Release Number | Line | Shipment | Item Code | Item Description | Qty. Billed On Invoice | Unit Price On Invoice | Total Amount | Buyer | Qty. Ordered On PO | Qty. Received On PO | Qty. Accepted On PO | Qty. Invoiced On PO | Unit Price On PO
ITEM | 439681523 | | 2 | 1 | | Preparatory/debrief day: 1 day (10 hours) engineers involved: 2 | 0.251931034482759 | | | | 2 | 2 | 0 | 0.7397655172413 | 8
ITEM | 439681523 | | 3 | 1 | | Standard day shift: 5 day (10 hours per day) engineers involved: 2 | 10 | | | | 10 | 10 | 0 | 10 |
ITEM | 439681523 | | 4 | 1 | | international travel, loughborough base to/ from site day to site: 1 day from site: 1 engineers involved: 2 rate: GPB per day | 4 | | | | 4 | 4 | 0 | 4 |

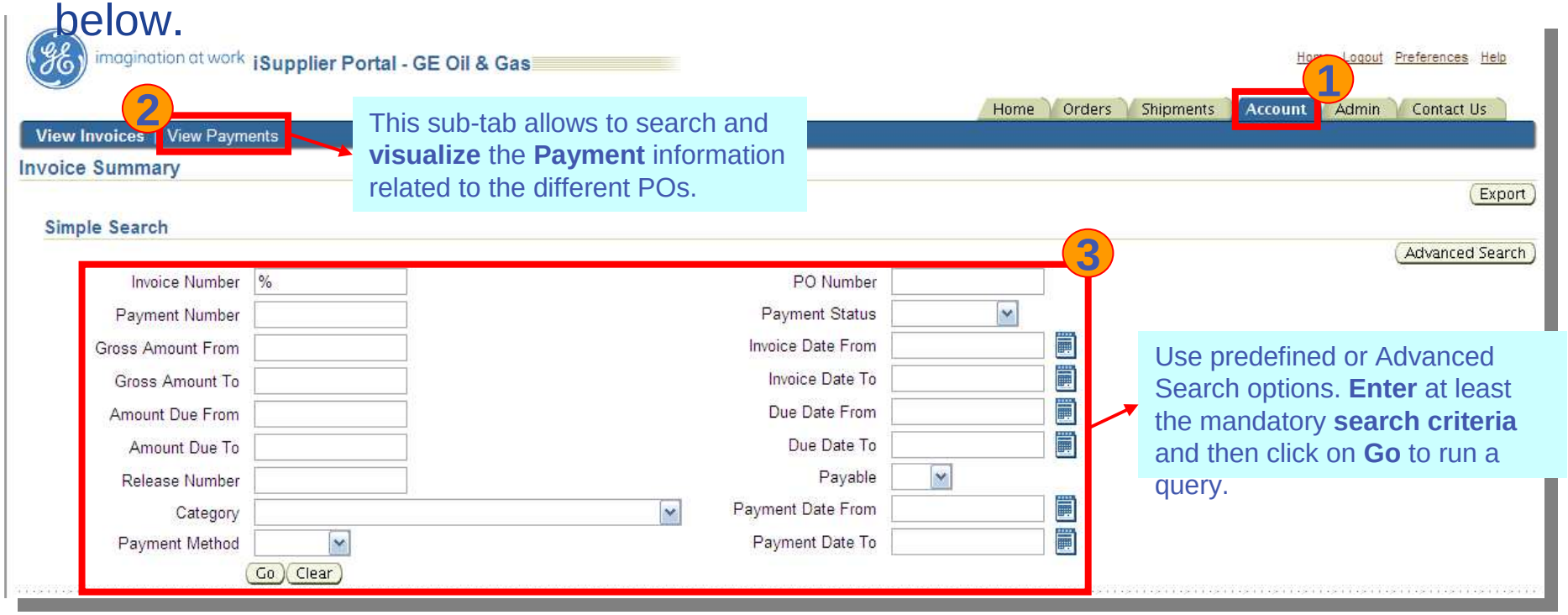
Note

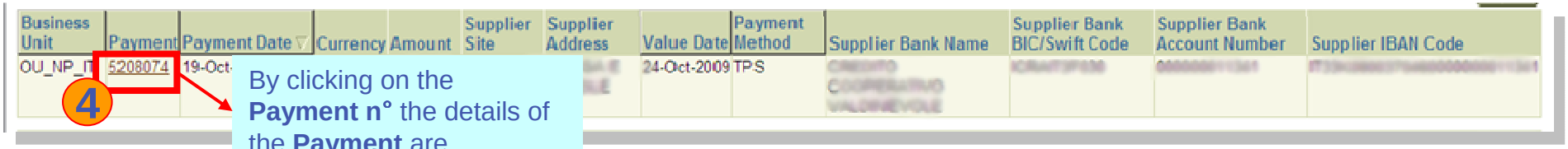
Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

hyperlinks.

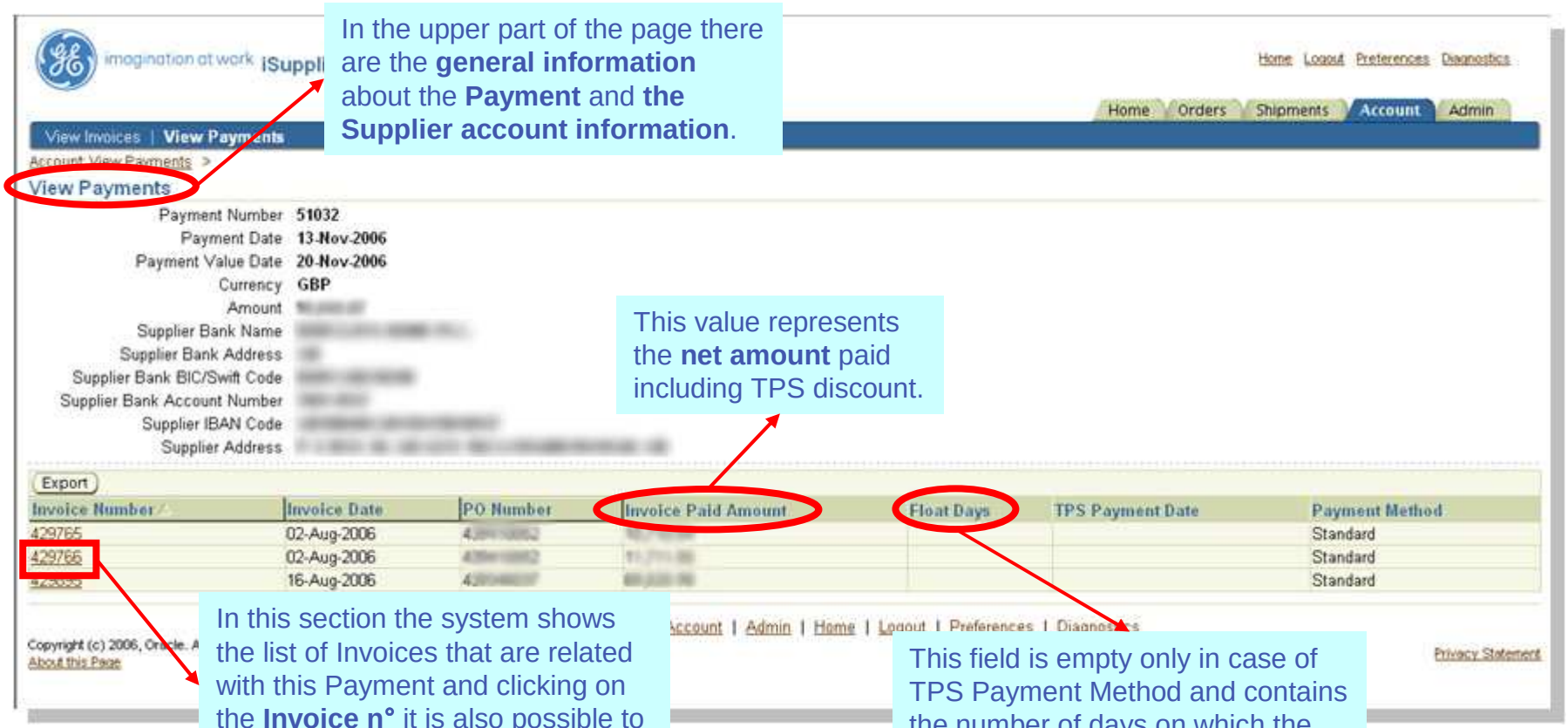
Payment search

To **view Payments** in iSP you need to follow the steps as mentioned below.





Payment details


In the upper part of the page there are the **general information** about the **Payment** and **the Supplier account information**.
This value represents the **net amount** paid including TPS discount.
In this section the system shows the list of Invoices that are related with this Payment and clicking on the **Invoice n°** it is also possible to see its detailed information.
This field is empty only in case of TPS Payment Method and contains the number of days on which the TPS discount is calculated.
Home Logout Preferences Diagnostics
Home Orders Shipments Account Admin
View Invoices | View Payments
View Payments
Payment Number 51032
Payment Date 13-Nov-2006
Payment Value Date 20-Nov-2006
Currency GBP
Amount
Supplier Bank Name
Supplier Bank Address
Supplier Bank BIC/Swift Code
Supplier Bank Account Number
Supplier IBAN Code
Supplier Address
Export
Invoice Number
Invoice Date
PO Number
Invoice Paid Amount
Float Days
TPS Payment Date
Payment Method
429765 02-Aug-2006 Standard
429765 02-Aug-2006 Standard
16-Aug-2006 Standard
Account | Admin | Home | Logout | Preferences | Diagnostics
Privacy Statement
About this Page

Note

Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

hyperlinks.

iSupplier Portal Supplier Transactions

GE imagination at work

PO Acknowledgment

Introduction

PO Acknowledge performed **in iSP** is one of the most important process changes introduced with this project.

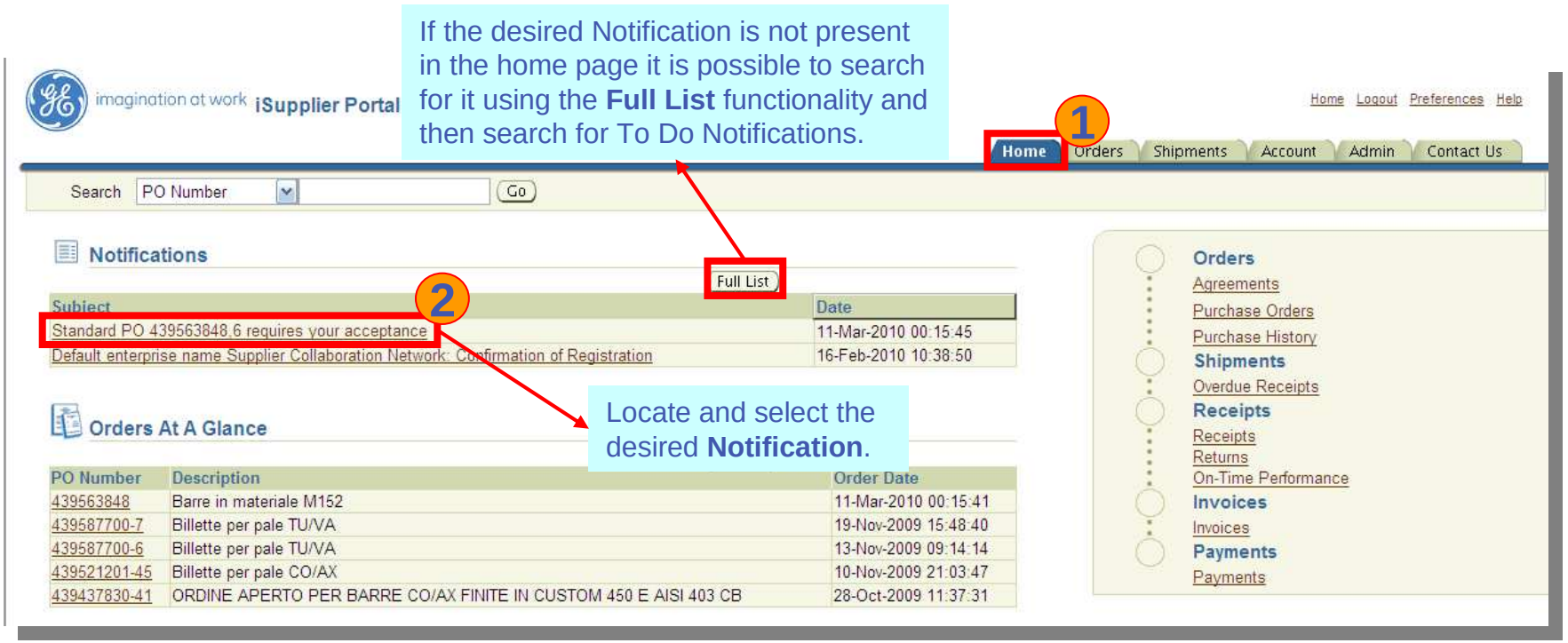
Once the PO is approved in Oracle PO the Supplier will receive a Notification (either via email and in the iSP Notifications area) informing him that an PO acceptance is required.

During the transition period Suppliers will continue to receive a PO and Order Acceptance form via email and will have to confirm the PO either through iSP or via Fax.

The same process has to be followed for any contractual revision of the PO.

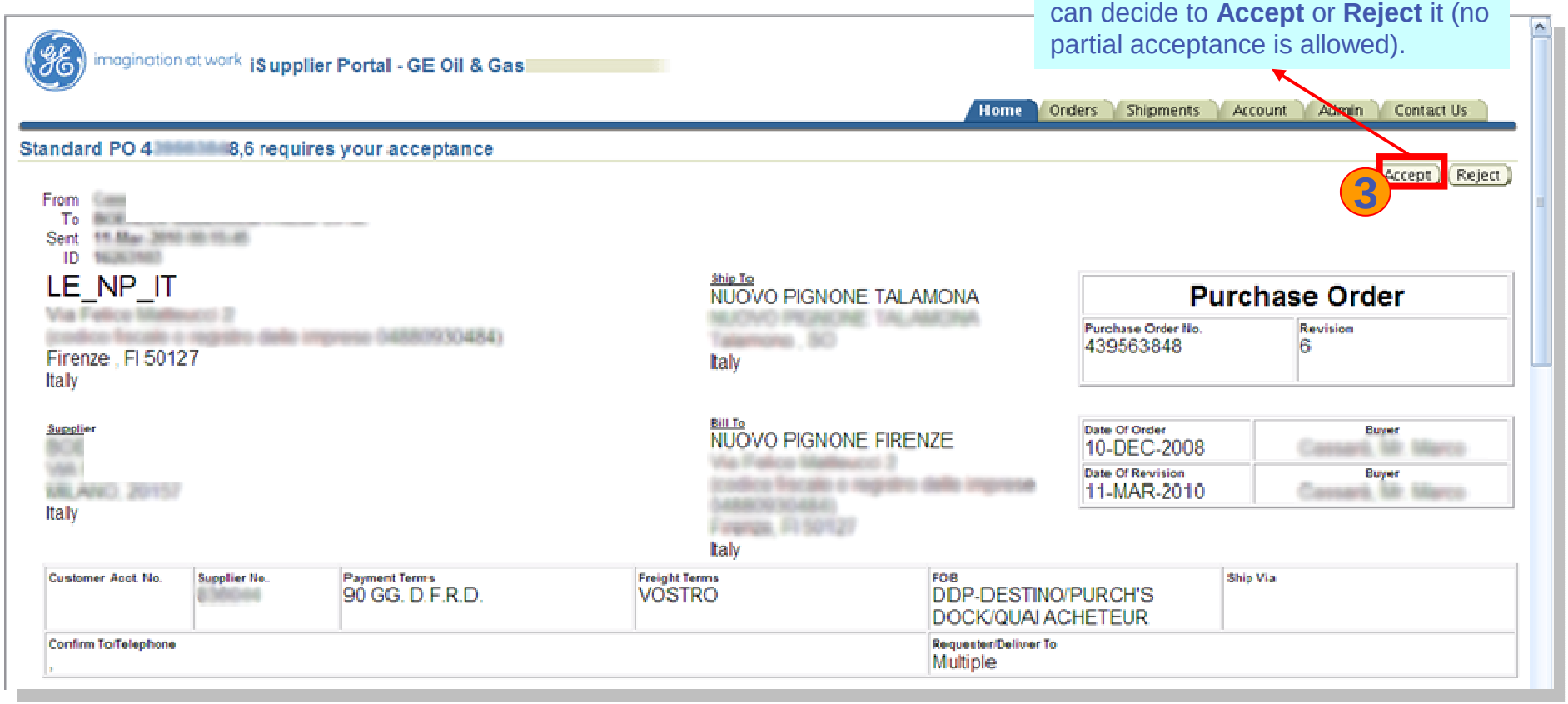
PO Acknowledgment

The **PO acceptance** can be performed in two different ways: through the specific Notification (as shown below) or entering in the PO details (as shown in the next pages). The easier and faster method is **using the Notification**.


If the desired Notification is not present in the home page it is possible to search for it using the Full List functionality and then search for To Do Notifications.
imagination at work iSupplier Portal
Home Logout Preferences Help
Home Orders Shipments Account Admin Contact Us
1
Search PO Number Go
Notifications
Full List
2
Subject Date
Standard PO 439563848.6 requires your acceptance 11-Mar-2010 00:15:45
Default enterprise name Supplier Collaboration Network: Confirmation of Registration 16-Feb-2010 10:38:50
Locate and select the desired Notification.
Orders At A Glance
PO Number Description Order Date
439563848 Barre in materiale M152 11-Mar-2010 00:15:41
439587700-7 Billette per pale TU/VA 19-Nov-2009 15:48:40
439587700-6 Billette per pale TU/VA 13-Nov-2009 09:14:14
439521201-45 Billette per pale CO/AX 10-Nov-2009 21:03:47
439437830-41 ORDINE APERTO PER BARRE CO/AX FINITE IN CUSTOM 450 E AISI 403 CB 28-Oct-2009 11:37:31
Orders
Agreements
Purchase Orders
Purchase History
Shipments
Overdue Receipts
Receipts
Receipts
Returns
On-Time Performance
Invoices
Invoices
Payments
Payments

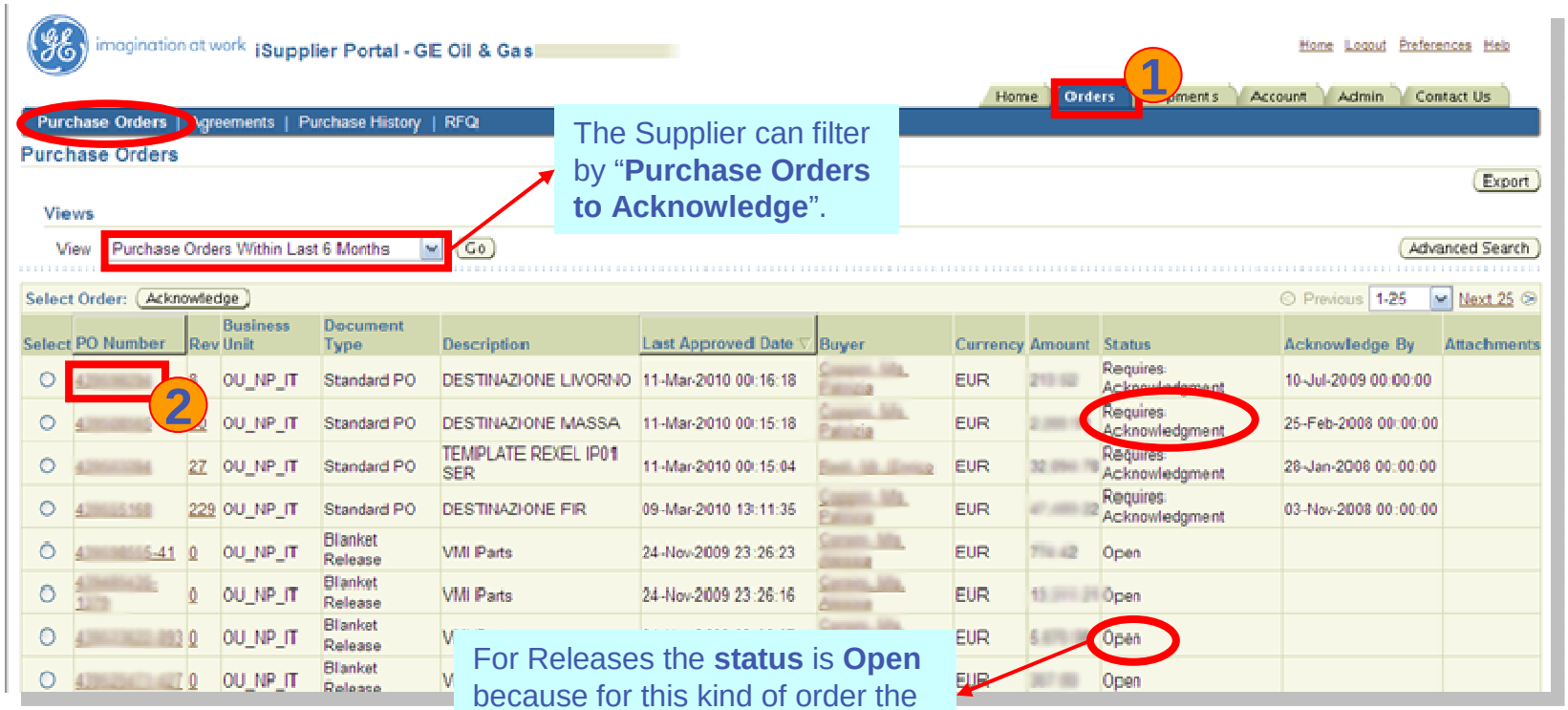
PO Acceptance through Notification

In this page the Supplier can see all the information related to the PO and can decide to **Accept** or **Reject** it (no partial acceptance is allowed).



PO Acceptance through Order tab

The other way to Accept a PO is using the Orders tab in which a list of POs created for the Supplier is displayed. The Supplier can select the PO that he would like to Acknowledge among the ones with "**Requires Acknowledgement**" status.



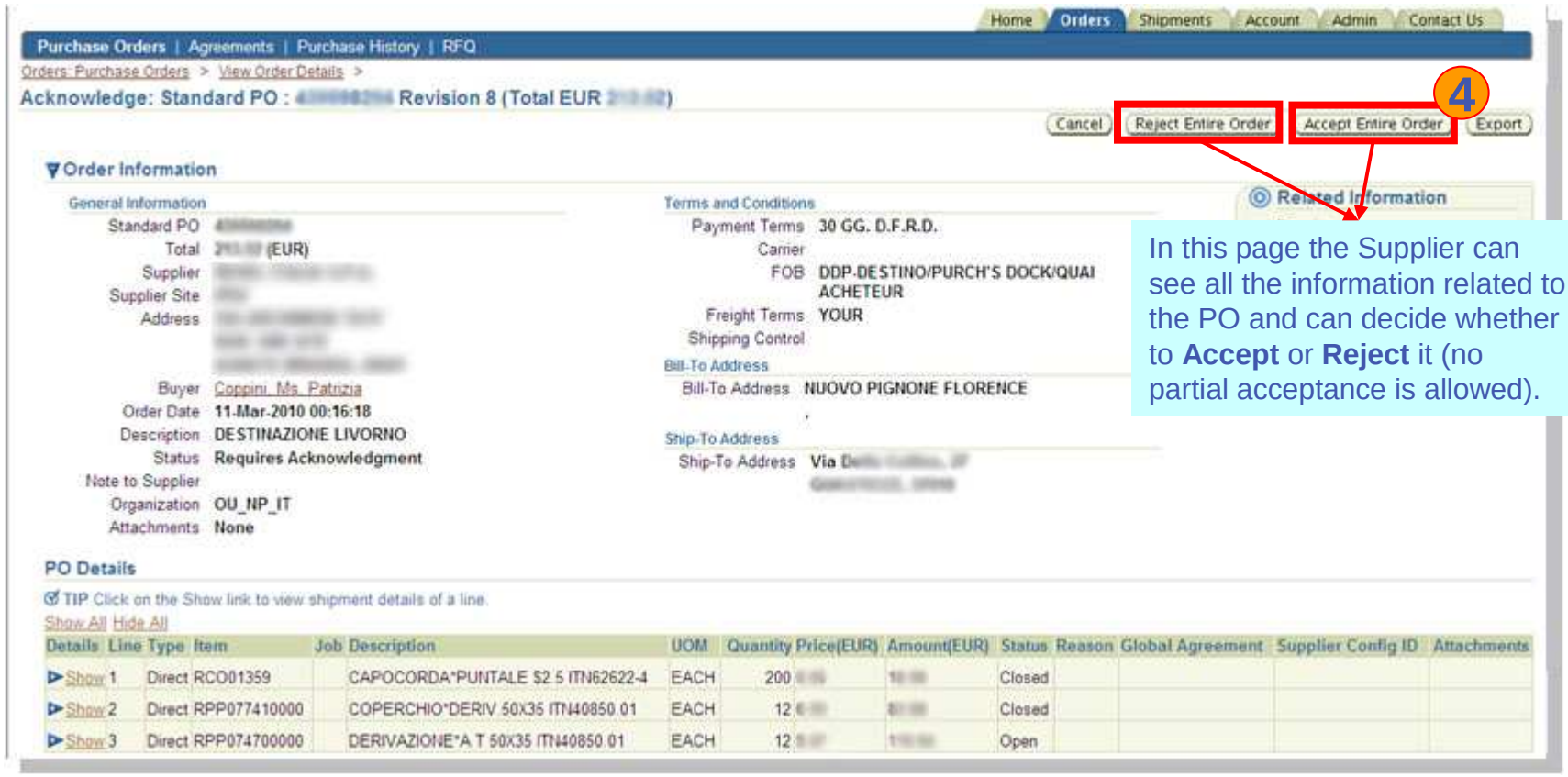
PO Acknowledgment

Standard PO : [redacted] Revision 8 (Total EUR [redacted])
3
Acknowledge
Export
Order Information
General Information
Standard PO [redacted]
Total [redacted] (EUR)
Supplier [redacted]
Supplier Site [redacted]
Address [redacted]
Buyer Coppini, Ms. Patrizia
Original Order Date 11-Mar-2010 00:16:18
Description DESTINAZIONE LIVORNO
Status Requires Acknowledgment
Note to Supplier
Organization OU_NP_IT
Attachments View
Terms and Conditions
Payment Terms 30 GG. D.F.R.D.
Carrier
FOB DDP-DESTINO/PURCH'S DOCK/QUAI ACHETEUR
Freight Terms YOUR
Shipping Control
Bill-To Address
Bill-To Address NUOVO PIGNONE FLORENCE
Ship-To Address
Ship-To Address Via [redacted]
Related Information
Receipts
Invoices
Payments
PO Details
TIP Click on the Show link to view shipment details of a line.
Indicates new values
Indicates cancellation request
Show All Hide All
Details Line Type Item Job Description UOM Quantity Price (EUR) Amount (EUR) Status Global Agreement Price Attachments Differentials Tech Docs
Show 1 Direct RCO01359 CAPOCORDA*PUNTALE S2.5 ITN62622-4 EACH 200 [redacted] Closed
Show 2 Direct RPP077410000 COPERCHIO*DERIV.50X35 ITN40850.01 EACH 12 [redacted] Closed
Show 3 Direct RPP074700000 DERIVAZIONE*A T 50X35 ITN40850.01 EACH 12 [redacted] Open

Note

The Buyer will receive a Notification once this action has been performed.

PO Acceptance


Home
Orders
Shipments
Account
Admin
Contact Us
Purchase Orders | Agreements | Purchase History | RFQ
Orders: Purchase Orders > View Order Details >
Acknowledge: Standard PO : Revision 8 (Total EUR
4
Cancel
Reject Entire Order
Accept Entire Order
Export
Order Information
General Information
Standard PO
Total (EUR)
Supplier
Supplier Site
Address
Buyer Coppini, Ms. Patrizia
Order Date 11-Mar-2010 00:16:18
Description DESTINAZIONE LIVORNO
Status Requires Acknowledgment
Note to Supplier
Organization OU_NP_IT
Attachments None
Terms and Conditions
Payment Terms 30 GG. D.F.R.D.
Carrier
FOB DDP-DESTINO/PURCH'S DOCK/QUAI ACHETEUR
Freight Terms YOUR
Shipping Control
Bill-To Address
Bill-To Address NUOVO PIGNONE FLORENCE
Ship-To Address
Ship-To Address Via
Related Information
In this page the Supplier can see all the information related to the PO and can decide whether to Accept or Reject it (no partial acceptance is allowed).
PO Details
TIP Click on the Show link to view shipment details of a line.
Show All Hide All
Details Line Type Item Job Description UOM Quantity Price(EUR) Amount(EUR) Status Reason Global Agreement Supplier Config ID Attachments
Show 1 Direct RCO01359 CAPOCORDA*PUNTALE S2.5 ITN62622-4 EACH 200 Closed
Show 2 Direct RPP077410000 COPERCHIO*DERIV 50X35 ITN40850.01 EACH 12 Closed
Show 3 Direct RPP074700000 DERIVAZIONE*A T 50X35 ITN40850.01 EACH 12 Open

PO Acceptance

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iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin Contact Us
Purchase Orders | Agreements | Purchase History | RFQ
Orders: Purchase Orders > View Order Details > Change Purchase Order >
Acknowledge Purchase Order 439598294
Cancel Submit
5
Description DESTINAZIONE LIVORNO
Currency EUR
Amount
Order Date 11-Mar-2010 00:16:18
Action Accept
Note to Buyer tks
The user can enter a Note to the Buyer. This option is not present with Approval process through Notification.
Cancel Submit
Home | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help
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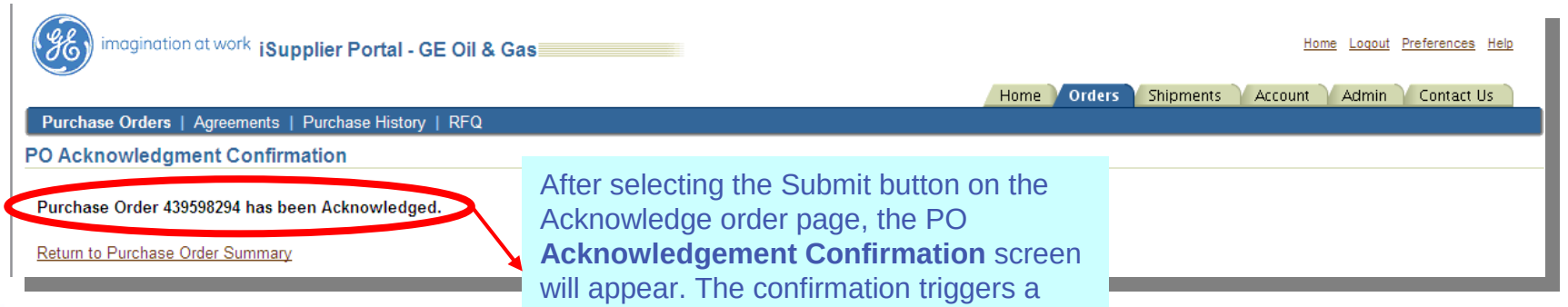
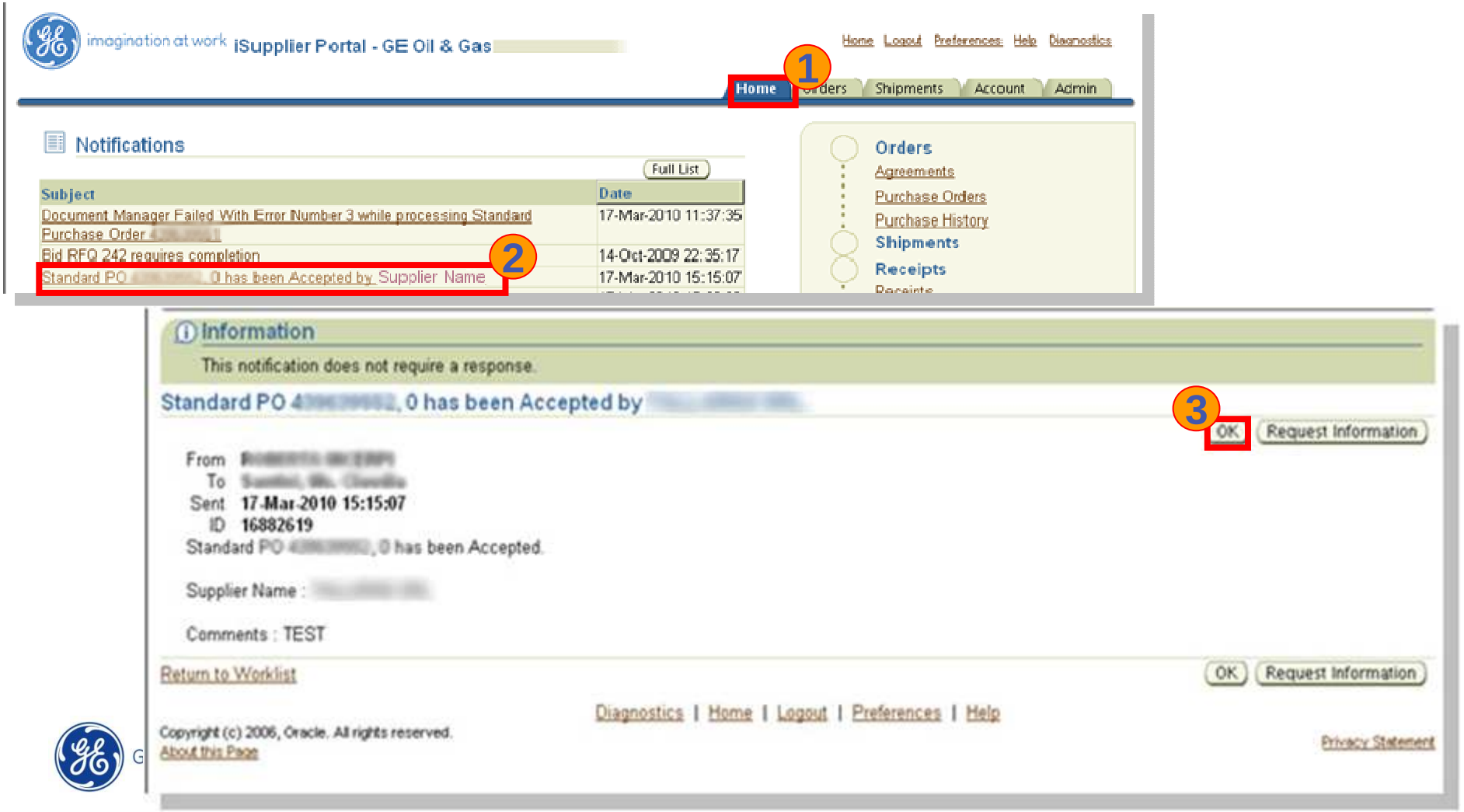

imagination at work
iSupplier Portal - GE Oil & Gas
Home Logout Preferences Help
Home Orders Shipments Account Admin Contact Us
Purchase Orders | Agreements | Purchase History | RFQ
PO Acknowledgment Confirmation
Purchase Order 439598294 has been Acknowledged.
Return to Purchase Order Summary
After selecting the Submit button on the Acknowledge order page, the PO Acknowledgement Confirmation screen will appear. The confirmation triggers a notification to the Buyer that the PO has been Accepted by the supplier.

PO Acceptance

The screen below is an example of **FYI notification** that the **Buyer** will receive after Supplier PO acceptance.



Other Supplier main functionalities

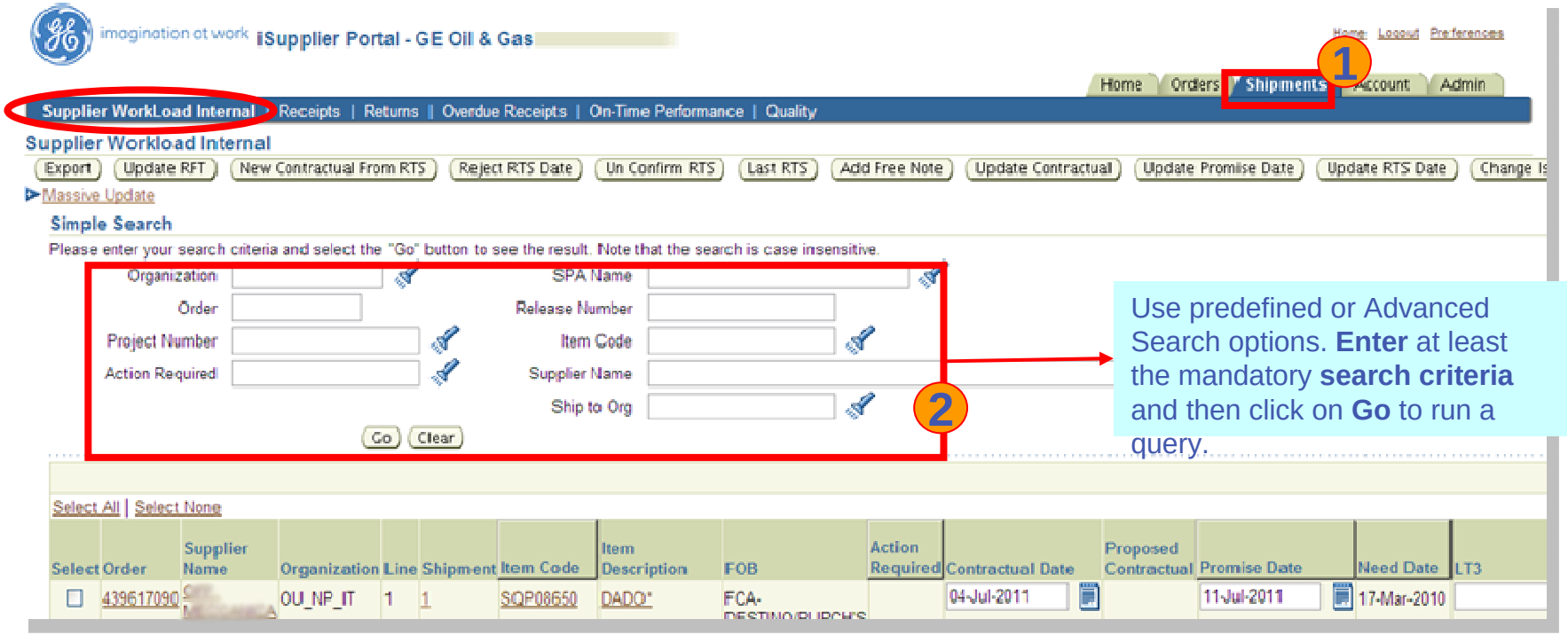
Supplier functionalities

- Supplier can update RTS Date, Supplier Note and GLS Number both in single or massive mode.
- Using Justification and Free Note fields in Shipment Tab, the Supplier can update the SPA on the shipment dates. So doing no Notification is sent and no Action is required by the SPA, but these updates are tracked in the Audit Trail section.
- Supplier can view O&G drawing documents relevant for his job, stored in EDM system, by clicking on Tech Docs hyperlink.

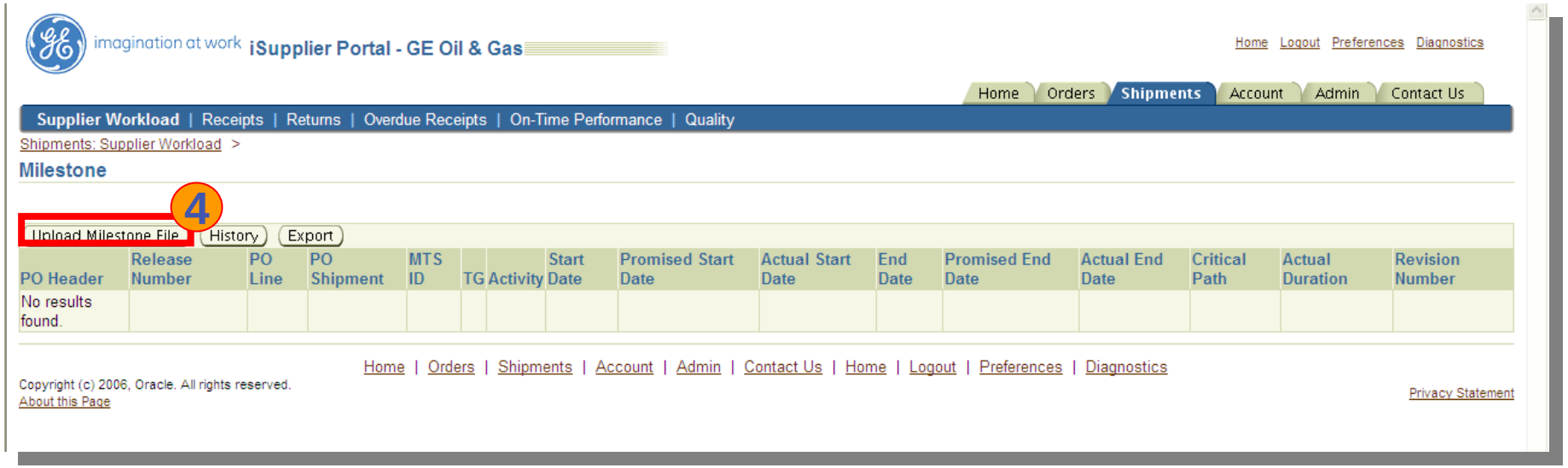
Milestone upload

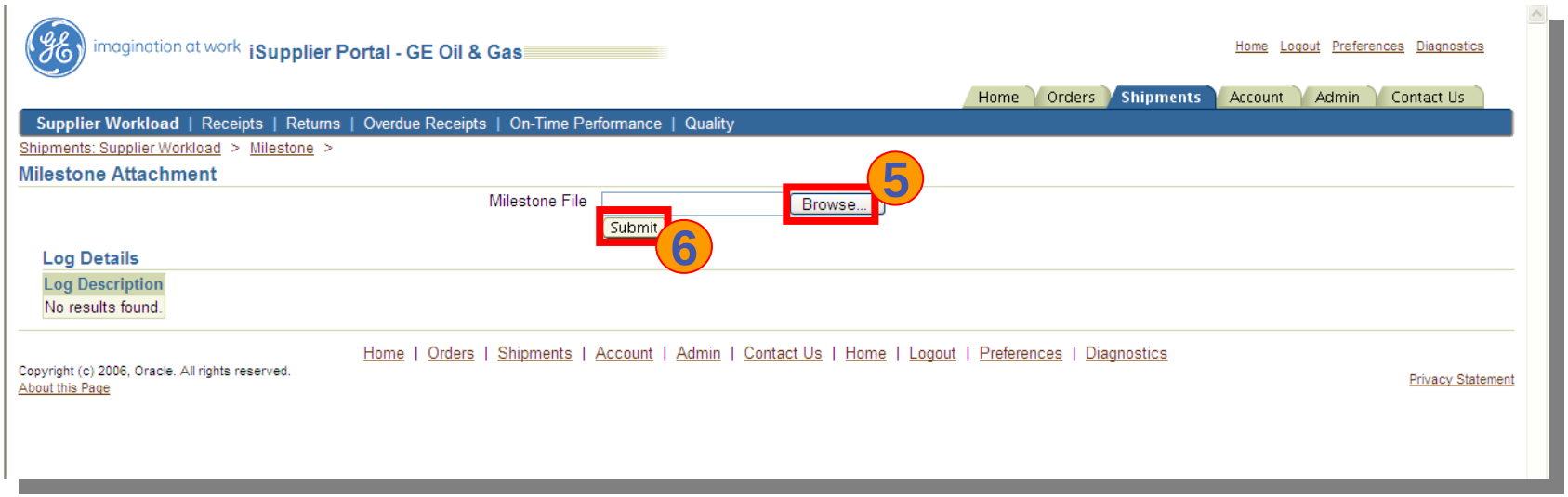
- **Milestones** (**MTS**) it's the plan of the activities/production of the Supplier. The Buyer/SPA can view all the activities and the plan revisions. It is modifiable by the Supplier.
- In order to make the application working correctly, the following steps must be performed:
  - Export the MTS data (MTS Download);
  - Copy and paste the resulting data on the corresponding template;
  - Modify the data if necessary;
  - Save the file as CSV;
  - Import the CSV file in iSP with the upload function.

Milestone upload



Milestone upload

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iSupplier Portal - GE Oil & Gas
Home Logout Preferences Diagnostics
Home Orders Shipments Account Admin Contact Us
Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality
Shipments: Supplier Workload > Milestone >
Milestone Attachment
Milestone File
Browse...
5
Submit
6
Log Details
Log Description
No results found.
Home | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Diagnostics
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Milestone upload

The CSV files for MTS can be filled in for one or more orders and they will be uploaded in iSP in order to allow a massive upload of the information.

The **information that will have to be entered in second moment** are the following:
- **Actual Start Date**: date filled in as the activity really starts. If it is entered it cannot be modified.
- **Actual End Date**: date in which the activity is really finished. If it is entered it cannot be modified.

PO Number	Release	Po Line	Po Ship	MTS Id	Activity	Start Date	Promised Start Date	Actual Start Date	End Date	Promised End Date	Actual End Date	Critical Path

The following seven **fields** are **mandatory**. If not present, the MTS file cannot be created in iSP:
- **User Def Id**: it is better to use a multiple of 5 or 10 in order to have the possibility to enter activities existing in the successive revisions.
- **Activity**: activity description.
- **Start Date**: date in which the activity (first planned) will be started. It is the date that the supplier at the beginning indicates as start of the work. It is not possible to modify it because it permit to track the work.
- **Promised Start Date**: date in which it is expected to start the activity (for the rev.0 of the document it will be the same as the Start Date) but this one can be modified.
- **End Date**: date in which the activity will be finished (first planned). It is not possible to modify it because it permit to track the work.
- **Promised End Date**: date in which it is expected to end the activity (for the rev.0 of the document it will be the same as the End Date).
- **Critical Path**: shows if the activity is on the critical path.

QUESTIONS
ANSWERS